

ADPICS

Terminal Users Guide
Inquiry

5.0000 Inquiry

5.1100 COMMODITY TABLE INQUIRY

| | | | | | |
|---------------|-------------------------|-------------------------------|--------------|---------------|----------|
| PCHL1100 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/15/1994 | 12:00 PM |
| LINK TO: | | COMMODITY TABLE INQUIRY | | | |
| S | COMMODITY NAME | COMMODITY ID | INV | BPO | |
| | ELECTRONIC OFFICE EQUIP | 3000N | ITEM | ITEM | |
| | HAMMER | 4000-4000000-40 | N | N | |
| | HAND TOOLS | 4000-4000000 | N | N | |
| | INVENTORY TEST COMM | 4444 | Y | N | |
| | INVENTORY TEST COMM | 4444-1234567 | Y | N | |
| | INVENTORY TEST COMM | 4444444 | Y | N | |
| | MISC | 9999 | N | N | |
| | MISC | 9999-9999999 | N | N | |
| | MISC. | 999999 | N | N | |
| | OFFICE EQUIPMENT | 5000-5000000 | N | N | |
| | PAPER | 888888 | Y | N | |
| | PAPER PADS | 2000-2000000 | N | N | |
| | PEN, BLACK BALL POINT | 1000-1000000-10 | N | N | |
| | PERSONAL COMPUTER | 3000-3000000-30 | N | N | |
| | RULER | 5000-5000000-50 | N | N | |
| | TEST 5 | 1234-5123456 | N | N | |
| F1-HELP | | F2-SELECT | F4-VIEW DETL | F6-RETURN | |
| | | F8-NEXT PG | F10-VIEW WHS | F12-VIEW UTIL | |
| | | F9-LINK | F11-VIEW BPO | | |

Screen Description

This screen is accessed from the Main menu (PCHL0000) when F11 is selected. This inquiry screen allows the user to inquire against the Commodity Table by name or alternate name. The user can select a commodity and transfer directly to the Commodity Table Maintenance screen (PCHL5100) to see details regarding the commodity. The user can also view the warehouse(s), blanket purchase order(s), and utilization per commodity by selecting the commodity and selecting the appropriate function key.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Commodity Table Maintenance screen (PCHL5100) for the commodity marked with an 'S' in the selection indicator column. This screen allows the user to view and/or update the Commodity Table. |

| | |
|----------------------|---|
| F4—View Detl | The system transfers to the Commodity Detail Inquiry screen (PCHL1130) for the commodity selected. This screen gives commodity level information for the selected commodity. |
| F6—Return | The system returns the selected commodity ID, unit of measure, tax rate indicator and codes, and unit cost of the selected commodity to the transaction detail entry screen from which the Commodity Table Inquiry screen (PCHL1100) was accessed. |
| F8—Next Pg | The next page of commodities is retrieved and displayed, based on the last commodity name displayed. If the last commodity name is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F10—View Whs | The system transfers to the Commodity Availability by Warehouse screen (PCHL4410) for the commodity selected. This screen gives warehouse location information for the selected commodity. (Not used <u>in Michigan</u> at this time) |
| F11—View BPO | The system transfers to the Blanket Purchase Order by Commodity screen (PCHL2460) for the commodity selected. This screen lists the blanket purchase orders which contain the selected commodity. |
| F12—View Util | The system transfers to the Commodity Utilization screen (PCHL5110) for the commodity selected. This screen gives commodity utilization information for the selected commodity. |
| ENTER—Inquire | The system retrieves 16 commodity names in alphabetic order, based on the first commodity name entered. If the commodity name entered does not exist, the system retrieves the next commodity name. If a name is not entered, the list begins with the first commodity in the table. Partial names may be entered to begin a search. The first stored record with the partial name will be recalled with the next 15 commodity names and alternate names listed alphabetically. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|---|
| Select Indicator | Enter an 'S' in this field to select a line. Depending on the function key selected, the system transfers to the Commodity Table Maintenance screen (PCHL5100), the Commodity Detail Inquiry screen (PCHL1130), the Commodity Availability by Warehouse screen (PCHL4410), the Blanket Purchase Order by Commodity screen (PCHL2460), the Commodity Utilization screen (PCHL5110), or the appropriate transaction detail entry screen. (Optional) |
| Commodity Name | The system retrieves the commodity name, up to 50 characters. Enter a commodity name or part of a commodity name for inquiry. (Required) |
| Commodity ID | The system retrieves the commodity ID associated with the commodity name. |
| Inv Item | The system displays a 'Y' if the commodity exists in inventory, or an 'N' if the commodity does not exist in inventory. (Not used in Michigan at this time) |
| BPO Item | The system displays a 'Y' if the commodity exists on a blanket purchase order, or an 'N' if the commodity does not exist on a blanket purchase order. |

5.1130 COMMODITY DETAIL INQUIRY

| | | | | | | | | | | | | | | | | | | | | |
|--|----------------|---|---------------|--------------|---------|---------|-----------|-------------|-------------|-----------|--|------------|---------|--------------|--------------|--|--|--|---------------|--|
| PCHL1130 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 03/04/1996 | 1:57 PM | | | | | | | | | | | | | | | |
| LINK TO: | | COMMODITY DETAIL INQUIRY | | | | | | | | | | | | | | | | | | |
| CLASS | 645 | PAPER (FOR OFFICE AND PRINT SHOP USE) | | | | | | | | | | | | | | | | | | |
| ITEM | 645-33 | COPY PAPER - SPECIALIZED HIGH SPEED (INCLUDED | | | | | | | | | | | | | | | | | | |
| GROUP | 645-33-30 | PAPER, COPY, FOR USE IN HIGH SPEED XEROX COPI | | | | | | | | | | | | | | | | | | |
| S | COMMODITY ID | COMMODITY NAME | | | | | | | | | | | | | | | | | | |
| | 645-33-30-1103 | 8-1/2 IN. X 11 IN., 20 LB., 500 SHTS/PKG, 10 | | | | | | | | | | | | | | | | | | |
| | 645-33-30-1301 | 8-1/2 IN. X 13 IN., 20 LB., 500 SHEETS/PKG., | | | | | | | | | | | | | | | | | | |
| | 645-33-30-1509 | 8-1/2 IN. X 14 IN., 20 LB., 500 SHEETS/PKG., | | | | | | | | | | | | | | | | | | |
| | 645-33-30-3000 | 11 IN. X 17 IN., 20 LB., WHITE, FOR USE ON MO | | | | | | | | | | | | | | | | | | |
| | 645-33-30-4305 | 17 IN. X 22 IN., 20 LB., WHITE, FOR USE ON MO | | | | | | | | | | | | | | | | | | |
| <table> <tr> <td>F1-HELP</td> <td>F2-SELECT</td> <td>F4-PR LEVEL</td> <td>F5-NX LEVEL</td> <td>F6-RETURN</td> </tr> <tr> <td></td> <td>F8-NEXT PG</td> <td>F9-LINK</td> <td>F10-VIEW WHS</td> <td>F11-VIEW BPO</td> </tr> <tr> <td></td> <td></td> <td></td> <td>F12-VIEW UTIL</td> <td></td> </tr> </table> | | | | | | F1-HELP | F2-SELECT | F4-PR LEVEL | F5-NX LEVEL | F6-RETURN | | F8-NEXT PG | F9-LINK | F10-VIEW WHS | F11-VIEW BPO | | | | F12-VIEW UTIL | |
| F1-HELP | F2-SELECT | F4-PR LEVEL | F5-NX LEVEL | F6-RETURN | | | | | | | | | | | | | | | | |
| | F8-NEXT PG | F9-LINK | F10-VIEW WHS | F11-VIEW BPO | | | | | | | | | | | | | | | | |
| | | | F12-VIEW UTIL | | | | | | | | | | | | | | | | | |

Screen Description

This screen is accessed from the Commodity Table Inquiry screen (PCHL1100) when F4 is selected. This inquiry screen displays the commodities on file, sequentially and hierarchically by commodity ID. The user has the ability to identify the search level according to the NIGP commodity code level entered.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select The system transfers to the Commodity Table Maintenance screen (PCHL5100) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view or update the Commodity Table record.

F4—Pr Level The system displays the selected commodity at the next lower viewing level.

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|----------------------|---|
| F5—Nx Level | The system displays the selected commodity to the next higher viewing level. |
| F6—Return | The system returns the selected commodity ID and associated commodity name to the originating screen. |
| F8—Next Pg | The next page of commodities is retrieved and displayed, based on the commodity viewing level and last commodity ID displayed. If the last commodity ID for the viewing level is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F10—View Whs | The system transfers to the Commodity Availability by Warehouse screen (PCHL4410) for the commodity selected. This screen gives warehouse location information for the selected commodity. (Not used <u>in Michigan at this time</u>) |
| F11—View BPO | The system transfers to the Blanket Purchase Order by Commodity screen (PCHL2460) for the commodity selected. This screen lists the blanket purchase orders which contain the selected commodity. |
| F12—View Util | The system transfers to the Commodity Utilization screen (PCHL5110) for the commodity selected. This screen gives commodity utilization information for the selected commodity. |
| ENTER—Inquire | The system retrieves 16 commodity names in alphabetic order, based on the first commodity name entered. If the commodity name entered does not exist, the system retrieves the next commodity name. If a name is not entered, the list begins with the first commodity in the table. Partial names may be entered to begin a search. The first stored record with the partial name will be recalled with the next 15 commodity names and alternate names listed alphabetically. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|---|
| Class | The system retrieves the lowest (three-digit) commodity detail level for the selected commodity. |
| Item | The system retrieves the second (five-digit) commodity detail level for the selected commodity. |
| Group | The system retrieves the third (seven-digit) commodity detail level for the selected commodity. |
| Select Indicator | Enter an 'S' in this field to select a line. Depending on the function key selected, the system displays the prior viewing level or the next viewing level; or the system transfers to the Commodity Table Maintenance screen (PCHL5100), the Commodity Detail Inquiry screen (PCHL1130), the Commodity Availability by Warehouse screen (PCHL4410), the Blanket Purchase Order by Commodity screen (PCHL2460), the Commodity Utilization screen (PCHL5110), or the appropriate transaction detail entry screen. (Optional) |
| Commodity ID | The system retrieves commodity ID at the previous or next viewing level, based on the class, item, and/or group ID displayed. Enter up to an 11-digit commodity ID for inquiry. (Required) |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID entered. |

5.1200 VENDOR NAME INQUIRY

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|---------------|-------------------------------|--------------|-------------|
| PCHL1200 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM |
| LINK TO: | VENDOR NAME INQUIRY | | |
| S | VENDOR NAME | ID | |
| | ACME SALES | 100000 | |
| | ALTERNATE NAME 1 | 000001 | |
| | ALTERNATE NAME 2 | 000001 | |
| | ALTERNATE NAME 3 | 000001 | |
| | ALTERNATE NAME 4 | 000001 | |
| | HARDWARE | 000003 | |
| | HECHINGER | 000002 | |
| | HECHINGER'S | 200000 | |
| | JONES, INC | 000005 | |
| F1-HELP | F2-SELECT | F4-ALT-NAMES | F6-RETURN |
| | F8-NEXT PG | F9-LINK | F11-ADDRESS |
| | | | F12-STATUS |

Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F10 is selected. This inquiry screen allows the user to inquire against the Vendor Table by name or alternate name. The user can select a vendor and transfer directly to the Vendor Table [Maintenance-Inquiry](#) screen (PCHL5200) to see details regarding the selected vendor.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

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|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
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| F2—Select | The system transfers to the Vendor Table Maintenance-Inquiry screen (PCHL5200) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view- or update the Vendor Table record. |
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|----------------------|---|
| F4—Alt Names | The system transfers to the Vendor Alternate Name Inquiry screen (PCHL5230). This screen allows the user to view and/or update the selected vendor's alternate name. |
| F6—Return | The system returns the selected vendor to the originating screen. If the user transferred from the Purchase Order/Contract Writing screen (PCHL2340), Blanket Purchase Order Writing screen (PCHL2342), or the Direct Purchase Order Writing screen (PCHL2360), the system returns the vendor ID along with the associated vendor name and address. |
| F8—Next Pg | The next page of vendor names is retrieved and displayed, based on the last vendor name displayed. If the last vendor name is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Address | The screen transfers to the Vendor Address Summary Inquiry screen (PCHL5220) for the selected vendor. This screen displays the vendor's address information. |
| F12—Status | The system transfers to the Vendor Class/Status Code Table Maintenance Inquiry screen (PCHL5210) for the selected vendor. This screen displays the vendor's class and status information. |
| ENTER—Inquire | The system retrieves 16 commodity names in alphabetic order, based on the first commodity name entered. If the commodity name entered does not exist, the system retrieves the next commodity name. If a name is not entered, the list begins with the first commodity in the table. Partial names may be entered to begin a search. The first stored record with the partial name will be recalled with the next 15 commodity names and alternate names listed alphabetically. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|---|
| Vendor Name | The system retrieves the first page of vendor names. Enter up to a 45-character vendor name or part of a name for inquiry. (Required) |
| Vendor ID | The system retrieves the vendor ID associated with the vendor name entered. |
| Select Indicator | Enter an 'S' in this field to select a vendor. Depending on the function key selected, the system transfers to the Vendor Table Maintenance <u>Inquiry</u> screen (PCHL5200), the Vendor Alternate Name Inquiry screen (PCHL5230), the Vendor Address Summary Inquiry screen (PCHL5220), the Vendor Class/ Status Code Table Maintenance <u>Table Inquiry</u> screen (PCHL5210), or the appropriate transaction detail entry screen. (Optional) |

5.1430 VOUCHER ACCOUNTING INFORMATION SUMMARY

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|--------------------------|----|---|---|-----------------|-----|---------|------|-------|----|------|----|-----|-----|-----|--------|
| PCHL1430 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 12/04/1997 | | 6:00 PM | | | | | | | | | |
| LINK TO: | | VOUCHER ACCOUNTING INFORMATION SUMMARY | | | | | | | | | | | | | |
| VOUCHER ID : 511V8000006 | | | | VOUCHER TOTAL : | | 480.00 | | | | | | | | | |
| S | SX | AGY | Y | INDEX | PCA | COBJ | AOBJ | GRANT | PH | PROJ | PH | AG1 | AG2 | AG3 | TOTAL |
| | 01 | 511 | 8 | 13609 | | | 7520 | | | | | | | | 302.80 |
| | 02 | 511 | 8 | 29600 | | | 7520 | | | | | | | | 177.10 |

| | | |
|---------|-------------|------------|
| F1-HELP | F2-VW ERROR | F5-NEXT |
| | F8-NEXT PG | F11-SELLER |
| | F9-LINK | |

Screen Description

This screen is accessed from the Voucher Header Entry screen (PCHL1410) or the Voucher Detail Entry screen (PCHL1420) when F11 is selected. This inquiry screen summarizes the accounting information on a voucher by suffix.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Voucher Header Entry screen (PCHL1410) or Voucher Detail Entry screen (PCHL1420) and retrieves the accounting information by suffix.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

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|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
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| F2—View Error | The system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions, when an 'S' is entered over an 'E' (error) in the selection indicator column. The split transaction screen allows |
|----------------------|---|

the user to select the split transaction suffix prior to accessing the error message screen. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix. If there are no errors in the selected line, a message is shown.

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| F5—Next | The system retrieves the next voucher accounting information summary, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F8—Next Pg | The next page of voucher suffixes is retrieved and displayed, based on the document ID and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Seller | The system retrieves the seller’s accounting information. The name of the function key also changes from Seller to Buyer. Pressing the function key when labeled Buyer retrieves the buyer’s accounting information. The function key then changes back to Seller. This allows the user to toggle back and forth between the seller’s accounting information and the buyer’s accounting information. |
| ENTER— Inquire | The system retrieves the accounting record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|--|
| Voucher ID | Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Accounting Total | The system retrieves the accounting total dollar amount of this voucher. |

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| Selection Indicator | <p>The system displays an 'E' when an associated accounting suffix line contains a posting error. Enter an 'S' in this field to select a suffix line. When F2 is selected, the system transfers to the Error Message screen (PCHL2130) for single accounting transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split accounting transactions. These screens display error messages for the selected accounting suffix. (Optional)</p> |
| Accounting Information | <p>The system retrieves the accounting information, based on the voucher ID entered. These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001.</p> |
| Total | <p>The system retrieves the total dollar amount for the associated accounting suffix line.</p> |

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5.1440 PURCHASE ORDER OPEN ITEM SUMMARY

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|--------------------------------|----------------------------------|------------|-----------------------|
| PCHL1440 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM |
| LINK TO: | PURCHASE ORDER OPEN ITEM SUMMARY | PAGE | 01 OF 01 |
| PO ID: POC0000018 | PO BALANCE: | 0.00 | PO MATCH STATUS: PVCH |
| S DOCUMENT ID | DOC IND | BALANCE | MATCH STATUS |
| INV0000014 | I | | CLOS |
| F1-HELP F2-SELECT F5-NEXT | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | |

Screen Description

This screen is accessed from the Accounts Payable Inquiries menu (PCHL1600) when F1 is selected. This inquiry screen allows the user to inquire on receiving report(s) and invoice(s) against a purchase order. The current purchase order balance is displayed at the top.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Receiving Header Definition screen (PCHL3100) for the selected receiver document (Doc Ind = R) or the Invoice Header Entry screen (PCHL1500) for the selected invoice document (Doc Ind = I) for the record marked with an 'S' in the selection indicator column. This allows the user to view the associated document header information. |

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| F5—Next | The system retrieves the next purchase order open item summary record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of receiver/invoice activity on a purchase order is retrieved and displayed, based on the document ID and first receiver/invoice document displayed. If the first receiver/invoice document is already displayed, an error message is shown. |
| F8—Next Pg | The next page of receiver/invoice activity on a purchase order is retrieved and displayed, based on the document ID and last receiver/invoice document displayed. If the last receiver/invoice document is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER—Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------|---|
| PO ID | Enter up to a 12-character purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| PO Balance | The system retrieves the current purchase order balance, based on the purchase order ID entered. |
| PO Match Status | The system retrieves the match status of the purchase order which describes receiver/invoice activity against the document, based on the purchase order ID entered. |

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| Select Indicator | Enter an 'S' in this field to select a line. When F2 is selected, the system transfers to the Receiving Header Definition screen (PCHL3100) or Invoice Header Entry screen (PCHL1500), depending on the document type. |
| Document ID | The system retrieves the receiver or invoice ID associated with the purchase order ID entered. |
| Doc Ind | The system retrieves the one character document indicator (Receiver = R, Invoice = I), based on the associated document ID. |
| Balance | The system retrieves the document balance, based on the associated document ID. |
| Match Status | The system retrieves the match status of the document as it pertains to the purchase order, based on the associated document ID. |

5.1450 VOUCHER COMMODITY SUMMARY

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|--------------------------|--------------|-------------------------------|-------------|---------------------|-----------|--------------------------|
| PCHL1450 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 10/18/1999 10:25 AM | | |
| LINK TO: | | VOUCHER COMMODITY SUMMARY | | | | |
| VOUCHER ID : 801V0000022 | | PO: 801P9000820 | | | | |
| VOUCHER TOTAL: 500.00 | | | | | | |
| S | REQ | LINE | QUANTITY | TAXES | UNIT COST | DISCOUNTED LINE TOTAL |
| | COMMODITY ID | CS138 ID | | | | |
| | 801P9000820 | 001 | 100.00 | | 5.0000 | 500.00 |
| | 91812 | | 801S9000010 | | | |
| F1-HELP | | F2-SELECT | | F5-NEXT | | |
| | | F8-NEXT PG | | F9-LINK | | |

Screen Description

This screen is accessed from the Voucher Header Entry screen (PCHL1410) when F6 is selected, or from the Credit Memo Detail Entry screen (PCHL1710) when F2 is selected. This inquiry screen summarizes a voucher by purchase order line number. From this screen, the user can select a line and transfer to the Direct Purchase Order Detail Entry screen (PCHL2365) to view the detail for that line. When creating a credit memo, the user can select and return a commodity line to the Credit Memo Detail Entry screen (PCHL1710).

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Keys Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select The system transfers to the Direct Purchase Order Detail screen (PCHL2365) for the record marked with an 'S' in the selection indicator column. This screen displays detail for the selected line.

| | |
|---------------------------|---|
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F6—Return | The system will return the selected line back to the Credit Memo Detail Entry screen (PCHL1710). This function key will only be available when this screen is accessed from the Credit Memo Detail Entry screen. |
| F8—Next Pg | The next page of voucher commodity information is retrieved and displayed, based on the document ID and last commodity line number displayed. If the last commodity line number is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|---------------|--|
| Voucher ID | Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| PO | The system retrieves the purchase order ID, based on the voucher ID entered. |
| Voucher Total | The system retrieves the voucher total dollar amount, based on the voucher ID entered. |

| | |
|-----------------------|--|
| Select Indicator | Enter an 'S' in this field to select a commodity line. When F2 is selected, the system transfers to the Direct Purchase Order Detail Entry screen (PCHL2365). This screen allows the user to view commodity detail information for the selected commodity line. When F6 is selected, the system transfers to the Credit Memo Detail Entry screen (PCHL1710). This screen allows the user to enter and/or view commodity detail information for the selected commodity line. (Optional) |
| Req | The system retrieves the purchase order ID, based on the voucher ID entered. |
| Line | The system retrieves the commodity line number, based on the purchase order ID displayed. |
| Quantity | The system retrieves the quantity, based on the line number displayed. |
| Taxes | The system retrieves the taxes, based on the line number displayed. (Not used in Michigan) |
| Unit Cost | The system retrieves the unit cost, based on the line number displayed. |
| Discounted Line Total | The system retrieves the discounted line total, based on the line number displayed. |
| Commodity ID | The system retrieves the commodity ID, based on the line number displayed. |
| CS138 ID | The system retrieves the CS138 ID, based on the line number displayed. |

ADPICS

Terminal Users Guide

Inquiry

5.1480 OPEN VOUCHER BY DEPARTMENT

| | | | | | | |
|---------------------------------|-------------------------------|------------|----------|---------------|----------|------------|
| PCHL1480 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM | | | |
| LINK TO: | OPEN VOUCHER BY DEPARTMENT | | | | | |
| DEPARTMENT: 12345678 FINANCE | | | | | | |
| ----- | | | | | | |
| VENDOR NAME | S | VOUCHER | STATUS | VOUCHER TOTAL | DUE DATE | PO ID |
| ALTERNATE NAME 1 | | VCH00008 | NOPT | 1.00 | 08/04/93 | POC0000019 |
| ACME TOOLS | | VCH00007 | NOPT | 1.00 | 08/04/93 | POC0000018 |
| F1-HELP F2-SELECT F5-NEXT DEPAR | | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | |

Screen Description

This screen is accessed from the Accounts Payable Inquiries menu (PCHL1600) when F4 is selected. This inquiry screen allows the user to inquire on vouchers in ADPICS, by department, which have not been posted into the financial system.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Voucher Header Entry screen (PCHL1410) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view and/or update the header information for a voucher, providing the user has appropriate security. |

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Terminal Users Guide

Inquiry

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|----------------------|---|
| F5—Next Depar | The system retrieves the next department record, based on the department ID displayed on the screen. If there are no more departments, an end-of-file message is shown and processing begins with the first department record. |
| F7—Prior Pg | The previous page of open voucher detail is retrieved and displayed, based on the department ID and first open voucher ID displayed. If the first open voucher ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of open voucher detail is retrieved and displayed, based on the department ID and last open voucher ID displayed. If the last open voucher ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER—Inquire | The system retrieves the record, based on the department ID entered. If the department ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------|---|
| Department | The system retrieves the department ID, based on the user’s Security Record. Enter up to a eight-character department ID to inquire on a specific department. This must exist in the Department Table (PCHL5970). If the record does not exist, a message is shown and processing stops. (Required) |
| Department Name | The system retrieves the department name, based on the department ID entered. |
| Vendor Name | The system retrieves the vendor name, up to 25 characters, or you may enter a vendor name (or part of a name) to begin the open vouchers by department inquiry at a specific point. |

ADPICS

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Inquiry

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|------------------|---|
| Select Indicator | Enter an 'S' in this field to select a voucher. When F2 is selected, the system transfers to the Voucher Header Entry screen (PCHL1410). This screen allows the user to view and/or update voucher header information. (Optional) |
| Voucher | The system retrieves the voucher ID associated with the department ID entered. |
| Status | The system retrieves the current status of the voucher, based on the voucher ID displayed. |
| Voucher Total | The system retrieves the total amount of the voucher, based on the voucher ID displayed. |
| Due Date | The system retrieves the date the voucher is to be paid, based on the voucher ID displayed. |
| PO ID | The system retrieves the purchase order ID associated with the voucher, based on the voucher ID displayed. |

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Inquiry

5.1490 VOUCHERS BY PURCHASE ORDER/CONTRACT

PCHL1490 V4.1

ADVANCED PURCHASING/INVENTORY

08/15/1994 12:00 PM

LINK TO:

VOUCHERS BY PURCHASE ORDER/CONTRACT

PAGE 01 OF 01

PURCHASE ORDER/CONTRACT ID: POC0000018

| S | VOUCHER ID | STATUS | UPDATE DATE | DUE DATE | VENDOR | AMOUNT VOUCHERED |
|---|------------|--------|-------------|----------|--------|------------------|
| | VCH00007 | NOPT | 08/04/93 | 08/04/93 | 000001 | 1.00 |

F1-HELP

F2-SEL VOUCHER

F5-NEXT

F7-PRIOR PG

F8-NEXT PG

F9-LINK

Screen Description

This screen is accessed from the Accounts Payable Inquiries menu (PCHL1600) when F5 is selected. This inquiry screen displays all vouchers for a given purchase order.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|----------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Sel Vouche | The system transfers to the Voucher Header Entry screen (PCHL1410) for the record marked with an ‘S’ in the selection indicator column. This screen allows the user to view and/or update header information for a voucher, providing the user has appropriate security. |
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |

ADPICS

Terminal Users Guide

Inquiry

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|---------------------------|---|
| F7—Prior Pg | The previous page of vouchers is retrieved and displayed, based on the document ID and first voucher ID displayed. If the first voucher ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of vouchers is retrieved and displayed, based on the document ID and last voucher ID displayed. If the last voucher ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|--------------------------------|--|
| Purchase Order/ Contract ID | Enter up to a 12-character purchase order or direct purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Select Indicator | Enter an ‘S’ in this field to select a voucher. When F2 is selected, the system transfers to the Voucher Header Entry screen (PCHL1410). This screen displays the voucher header information. (Optional) |
| Voucher ID | The system retrieves the Voucher ID, based on the purchase order/direct purchase order ID entered. |
| Status | The system retrieves the status of the voucher, based on the voucher ID displayed. |
| Update Date | The system retrieves the last date the voucher was updated, based on the voucher ID displayed. |
| Due Date | The system retrieves the date the voucher is to be paid, based on the |

ADPICS

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Inquiry

voucher ID displayed.

| | |
|---------------------|--|
| Vendor | The system retrieves the vendor ID on the voucher, based on the voucher ID displayed. |
| Amount Vouchered | The system retrieves the total amount of the voucher, based on the voucher ID displayed. |

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Inquiry

5.1520 INVOICE COMMODITY SUMMARY

| | | |
|--|-------------------------------|---------------------|
| PCHL1520 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 12:00 PM |
| LINK TO: | INVOICE COMMODITY SUMMARY | PAGE 01 OF 01 |
| INVOICE SEQ : 042I40000011 | INVOICE NUMBER: 2581 | |
| PURCHASE ORDER ID: 042PP4000018 | INVOICE TOTAL : 1.00 | |
| | | DISCOUNTED |
| S REQ LINE NO QUANTITY UNIT COST TAXES | | LINE TOTAL |
| COMMODITY ID | | |
| 042R400000418 001 | | 1.00 |
| 500 OFFICE EQUIPMENT | | |
| F1-HELP F2-SELECT F5-NEXT | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | |

Screen Description

This screen is accessed from the Invoice Header Entry screen (PCHL1500) or Invoice Detail Entry screen (PCHL1510) when F6 is selected. This inquiry screen summarizes an invoice by requisition and line number. From this screen the user can select a line and transfer to the Requisition Detail Entry screen (PCHL2110), or to the Direct Purchase Order Detail Entry screen (PCHL2365), to view the details for that line.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. If entered from the Invoice Header Entry screen (PCHL1500) or the Invoice Detail Entry screen (PCHL1510), the system stores the invoice sequence number and retrieves and displays each requisition and line number and the commodity information it refers to. The invoice total is retrieved and displayed at the top of the screen.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

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Inquiry

| | |
|---------------------------|--|
| F2—Select | The system transfers to the Requisition Detail Entry screen (PCHL2110), or the Direct Purchase Order Detail Entry screen (PCHL2365), when a commodity line is selected. These screens allow the user to view commodity detail for the line selected. |
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of invoice commodity summary lines is retrieved and displayed, based on the document ID and first commodity line displayed. If the first commodity line is already displayed, an error message is shown. |
| F8—Next Pg | The next page of invoice commodity summary lines is retrieved and displayed, based on the document ID and last commodity line displayed. If the last commodity line is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------|---|
| Invoice Seq | Enter up to a 12-character ADPICS invoice ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Invoice Number | The system retrieves the vendor’s invoice number, based on the invoice ID entered. |
| Purchase Order ID | The system retrieves the purchase order ID, based on the invoice ID entered. |

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Terminal Users Guide

Inquiry

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|-----------------------|--|
| Invoice Total | The system retrieves the invoice total, based on the invoice ID entered. |
| Select Indicator | Enter an 'S' in this field to select a requisition line. When F2 is selected, the system transfers to the Requisition Detail Entry screen (PCHL2110). This screen displays the requisition commodity detail information. (Optional) |
| Req | The system retrieves the requisition ID and the requisition line number, based on the Invoice ID entered. |
| Line No | The system retrieves the requisition line number, based on the Requisition ID displayed. |
| Quantity | The system retrieves the quantity, based on the Requisition ID displayed. |
| Unit Cost | The system retrieves the unit cost, based on the Requisition ID displayed. |
| Taxes | The system retrieves the taxes, based on the Requisition ID displayed. (Not used in Michigan) |
| Discounted Line Total | The system retrieves the line total including discount and taxes, based on the Requisition ID displayed. |
| Commodity ID | The system retrieves the commodity ID, based on the Requisition ID displayed. |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID retrieved. |

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Inquiry

5.1530 INVOICES BY PURCHASE ORDER/CONTRACT

| | | | | | | | |
|--|-------------------------------------|----------------|----------|----------|--------------|------|--------------|
| PCHL1530 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM | | | | |
| LINK TO: | INVOICES BY PURCHASE ORDER/CONTRACT | PAGE | 01 OF 01 | | | | |
| PURCHASE ORDER/CONTRACT ID: POC0000018 | | | | | | | |
| ----- | | | | | | | |
| S | REQ ID | INVOICE NUMBER | STATUS | DATE | COMMODITY | LINE | QTY INVOICED |
| | | POC0000018 | | | | | |
| | 2 | | POST | 08/04/93 | 5000-5000000 | 001 | 1.00 |
| F1-HELP F2-SEL INVOIC F5-NEXT | | | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | | |

Screen Description

This screen is accessed from the Accounts Payable Inquiries menu (PCHL1600) when F2 is selected. This inquiry screen allows the user to inquire on invoice detail lines against a given purchase order.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|----------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Sel Invoic | The system transfers to the Invoice Detail Entry screen (PCHL1510), or the Invoice Detail Entry screen for Progress Payments (PCHL1515), for the for the record marked with an 'S' in the selection indicator column. These screens allow the user to view quantity, cost, and commodity information. |

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Inquiry

| | |
|----------------------|---|
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of invoice detail records is retrieved and displayed, based on the purchase order/contract ID and first requisition ID displayed. If the first invoice detail record is already displayed, an error message is shown. |
| F8—Next Pg | The next page of invoice detail records is retrieved and displayed, based on the purchase order/contract ID and last requisition ID displayed. If the last invoice detail record is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER—Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|--------------------------------|--|
| Purchase Order/ Contract ID | Enter up to a 12-character purchase order or direct purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. (Required) |
| Select Indicator | The system transfers to the Invoice Detail Entry screen (PCHL1510), or the Invoice Detail Entry screen for Progress Payments (PCHL1515), for the for the record marked with an ‘S’ in the selection indicator column. These screens allow the user to view quantity, cost, and commodity information. |
| Req ID | The system retrieves the purchase order or direct purchase order ID for each invoice, based on the purchase order/contract ID entered. |
| Invoice Number | The system retrieves the vendor’s invoice number, based on the requisition ID displayed. |

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Inquiry

| | |
|--------------|--|
| Status | The system retrieves the status of the invoice detail line, based on the invoice number displayed. |
| Date | The system retrieves the last update date of the invoice detail line, based on the invoice number displayed. |
| Commodity | The system retrieves the valid commodity ID(s) for each invoice, based on the invoice number displayed. |
| Line | The system retrieves the requisition line number(s) for each invoice, based on the invoice number displayed. |
| Qty Invoiced | The system retrieves the quantity invoiced for each invoice, based on the invoice number displayed. |

5.1540 INVOICES BY VENDOR

| | | | | | |
|---------------------|----------------|-------------------------------|----------|---------------------|-------------------|
| PCHL1540 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/15/1994 12:00 PM | |
| LINK TO: | | INVOICES BY VENDOR | | | |
| VENDOR ID: 000001 | | TEST VENDOR | | | |
| FROM DATE: 09/09/95 | | TO DATE: 10/09/95 | | | |
| ----- | | | | | |
| S | REQ ID | | | | |
| | INVOICE NUMBER | STATUS | DATE | COMMODITY | LINE QTY INVOICED |
| | POC000001800 | | | | |
| | 2 | POST | 08/04/93 | 500 | 001 1.00 |
| | POC000001900 | | | | |
| | 2 | POST | 08/04/93 | 500 | 001 1.00 |
| | | | | | |
| F1-HELP | | F2-SEL INVOIC | | F5-NEXT | |
| | | F8-NEXT PG | | F9-LINK | |

Screen Description

This screen is accessed from the Accounts Payable Inquiries menu (PCHL1600) when F3 is selected. This inquiry screen allows the user to inquire on invoices for a given vendor.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|----------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Sel Invoic | The system transfers to the Invoice Detail Entry screen (PCHL1510), or the Invoice Detail Entry screen for Progress Payments (PCHL1515), for the for the record marked with an 'S' in the selection indicator column. These screens allow the user to view quantity, cost, and commodity information. |

| | |
|---------------------------|--|
| F5—Next | The system retrieves the next invoices by vendor record, based on the vendor ID and date range displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F8—Next Pg | The next page of invoices is retrieved and displayed, based on the vendor ID, date range, and last invoice detail record displayed. If the last invoice detail record is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the invoices, based on the vendor ID and date range entered. If the vendor ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|--|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. This vendor ID must exist in the Vendor Table <u>Inquiry screen</u> (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor name, based on the vendor ID entered. |
| From Date | The system defaults the from date to one month prior to the current date. The user may overwrite this date by entering up to an eight-digit from date. (Optional) |
| To Date | The system defaults the to date to the current date. The user may overwrite this date by entering up to an eight-digit to date. (Optional) |
| Select Indicator | <u>Enter an ‘S’ in this field to select a line. When F2 is selected, the system transfers to the Invoice Detail Entry screen (PCHL1510), or the Invoice Detail Entry screen for Progress Payments (PCHL1515), for the record marked with an ‘S’ in the selection indicator column.</u> These screens allow |

the user to view quantity, cost, and commodity information. (Optional) |

| | |
|----------------|--|
| Req ID | The system retrieves the purchase order or direct purchase order ID for each invoice, based on the purchase order/contract ID entered. |
| Invoice Number | The system retrieves the vendor's invoice number, based on the requisition ID displayed. |
| Status | The system retrieves the status of the invoice detail line, based on the invoice number displayed. |
| Date | The system retrieves the last update date of the invoice detail line, based on the invoice number displayed. |
| Commodity | The system retrieves the valid commodity ID(s) for each invoice, based on the invoice number displayed. |
| Line | The system retrieves the requisition line number(s) for each invoice, based on the invoice number displayed. |
| Qty Invoiced | The system retrieves the quantity invoiced for each invoice, based on the invoice number displayed. |

5.1550 PAYABLE DOCUMENTS BY VENDOR

| PCHL1550 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 05/17/1996 10:01 AM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------|-------------------------------|------|---------------------|-----------|-----|-------------|------------|--------|-------|-----|-----|------------|------|--------|--|-------------|----|------|-------------|-----------|--|--|------------|--|--|-------------|----|------|-------------|-----------|--|--|------------|--------|--|-------------|----|------|-------------|-----------|--|--|------------|--------|--|-------------|----|------|-------------|-----------|--|--|------------|--------|--|-------------|----|------|-------------|-----------|--|--|------------|--------|
| LINK TO: | | PAYABLE DOCUMENTS BY VENDOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VENDOR/MAIL CODE: 2751047710 /006 RADIO SHACK A DIVISION OF TANDY COR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FROM DATE : 04/17/1996 | | TO DATE: 05/17/1996 | | DOC IND: STATUS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>S</th> <th>DOCUMENT ID</th> <th>IND</th> <th>STAT</th> <th>REFER</th> <th>DOC</th> <th>VEN</th> <th>INVOICE NO</th> <th>DATE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>472F6300529</td> <td>CM</td> <td>NOPT</td> <td>472V6200626</td> <td>RS2364INV</td> <td></td> <td></td> <td>05/14/1996</td> <td></td> </tr> <tr> <td></td> <td>472F6300531</td> <td>CM</td> <td>POST</td> <td>472V6200633</td> <td>INV2373RS</td> <td></td> <td></td> <td>05/14/1996</td> <td>633.50</td> </tr> <tr> <td></td> <td>472V6200624</td> <td>VC</td> <td>POST</td> <td>472N6402362</td> <td>INV2362RS</td> <td></td> <td></td> <td>05/13/1996</td> <td>633.50</td> </tr> <tr> <td></td> <td>472V6200626</td> <td>VC</td> <td>POST</td> <td>472N6402364</td> <td>RS2364INV</td> <td></td> <td></td> <td>05/13/1996</td> <td>633.50</td> </tr> <tr> <td></td> <td>472V6200633</td> <td>VC</td> <td>POST</td> <td>472N6402373</td> <td>INV2373RS</td> <td></td> <td></td> <td>05/14/1996</td> <td>633.50</td> </tr> </tbody> </table> | | | | | | S | DOCUMENT ID | IND | STAT | REFER | DOC | VEN | INVOICE NO | DATE | AMOUNT | | 472F6300529 | CM | NOPT | 472V6200626 | RS2364INV | | | 05/14/1996 | | | 472F6300531 | CM | POST | 472V6200633 | INV2373RS | | | 05/14/1996 | 633.50 | | 472V6200624 | VC | POST | 472N6402362 | INV2362RS | | | 05/13/1996 | 633.50 | | 472V6200626 | VC | POST | 472N6402364 | RS2364INV | | | 05/13/1996 | 633.50 | | 472V6200633 | VC | POST | 472N6402373 | INV2373RS | | | 05/14/1996 | 633.50 |
| S | DOCUMENT ID | IND | STAT | REFER | DOC | VEN | INVOICE NO | DATE | AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 472F6300529 | CM | NOPT | 472V6200626 | RS2364INV | | | 05/14/1996 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 472F6300531 | CM | POST | 472V6200633 | INV2373RS | | | 05/14/1996 | 633.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 472V6200624 | VC | POST | 472N6402362 | INV2362RS | | | 05/13/1996 | 633.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 472V6200626 | VC | POST | 472N6402364 | RS2364INV | | | 05/13/1996 | 633.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 472V6200633 | VC | POST | 472N6402373 | INV2373RS | | | 05/14/1996 | 633.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F1-HELP F4-VW HEADER F5-NEXT F8-NEXT PG F9-LINK G112 - INQUIRY SUCCESSFUL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Screen Description

This screen is accessed from the Accounts Payable Inquiries menu (PCHL1600) when F8 is selected. This inquiry screen displays all of the payable documents (voucher, direct voucher and credit memo) associated with a vendor and mail code combination. The inquiry search can be limited based on the mail code, document status, document indicator, and date range combination entered.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Keys Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F4—Vw Header The system transfers to the Direct Voucher Header Entry screen (PCHL1800) for a direct voucher, the Voucher Header Entry screen (PCHL1410) for a voucher, or the Credit Memo Header Entry screen (PCHL1700) for a credit memo. These screens allow the user to view and

update the document's header information, providing the user has appropriate security.

- F5—Next** The system retrieves the next payable document record, based on the vendor/mail code currently displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
- F8—Next Pg** The next page of payable documents (direct voucher, voucher, and credit memo) is retrieved and displayed, based on the vendor ID, mail code, date range, document indicator, status, and last payable document displayed. If the last payable document is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- ENTER—
Inquire** The system retrieves the record, based on the vendor ID entered. If the vendor ID currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|----------------|--|
| Vendor | Enter up to a 10-character vendor ID to inquire on a specific record. If the vendor does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Mail Code | Enter a three-character mail code to inquire on a specific record. If the mail code does not exist, a message is shown and processing stops. If the user enters asterisks (**), the system will retrieve documents for all mail codes associated with the entered vendor ID. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor's name, up to 35 characters, based on the vendor ID entered. |

| | |
|------------------|---|
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the payable document was created. (Required) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the payable document was created. (Required) |
| Doc Ind | Enter the two-character document indicator (i.e., VC, DV, CM). If no document indicator is entered, the system will retrieve all payable documents. (Optional) |
| Status | Enter the four-character document status (e.g., POST, NOPT). If no document status is entered, the system will retrieve payable documents with all statuses. (Optional) |
| Select Indicator | Enter an 'S' in this field to select a document. When F4 is selected, the system transfers to the Direct Voucher Header Entry screen (PCHL1800) for a direct voucher, the Voucher Header Entry screen (PCHL1410) for a voucher, or the Credit Memo Header Entry screen (PCHL1700) for a credit memo. These screens allow the user to view and update the document's header information, providing the user has appropriate security. (Optional) |
| Document ID | The system retrieves the payable document ID associated with the vendor ID, mail code, date range, document indicator, and status entered. |
| Doc Ind | The system retrieves the document indicator, based on the document ID displayed. |
| Stat | The system retrieves the status, based on the document ID displayed. |
| Refer Doc | The system retrieves the reference document, based on the document ID displayed. For vouchers, the reference document is the purchase order or direct purchase order. For credit memos, the reference document is the voucher or direct voucher. Direct vouchers have no reference document. |
| Ven Invoice No | The system retrieves the vendor's invoice number, based on the document ID displayed. |
| Date | The system retrieves the create date of the payable document, based on the document ID displayed. |

| | |
|--------|---|
| Amount | The system retrieves the total dollar amount of the payable document, based on the document ID displayed. |
|--------|---|

5.1600 ACCOUNTS PAYABLE INQUIRIES MENU

| | | | |
|---|---------------------------------------|----------|----------|
| PCHL1600 V4.1 | ADVANCED PURCHASING/INVENTORY | 09/23/97 | 12:00 PM |
| LINK TO: | ACCOUNTS PAYABLE INQUIRIES MENU | | |
| COPYRIGHT 1993 KPMG PEAT MARWICK | | | |
| USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION: | | | |
| (1) | - PURCHASE ORDER OPEN ITEM SUMMARY | | |
| (2) | - INVOICES BY PURCHASE ORDER/CONTRACT | | |
| (3) | - INVOICES BY VENDOR | | |
| (4) | - OPEN VOUCHER BY DEPARTMENT | | |
| (5) | - VOUCHERS BY PURCHASE ORDER/CONTRACT | | |
| (6) | - MATCHING DETAIL BY VOUCHER | | |
| (7) | - CREDIT MEMOS BY VOUCHER | | |
| (8) | - PAYABLE DOCUMENTS BY VENDOR | | |
| (CL) - EXIT | | | |

Screen Description

This menu is accessed from the Accounts Payable menu (PCHL1000) when F5 is selected. This inquiry menu displays all the selections the user is authorized to access, based on the user's Security Record. This menu allows the following eight selections:

- Purchase Order Open Item Summary
- Invoices By Purchase Order/Contract
- Invoices By Vendor
- Open Voucher By Department
- Vouchers By Purchase Order/Contract
- Matching Detail By Voucher
- Credit Memos by Voucher
- Payable Documents by Vendor

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The menu selections are built based on the Program Security Record for the current user.

Available Function Keys

| Function Key | Action |
|---|---|
| F1—Purchase Order Open Item Summary | The system transfers to the Purchase Order Open Item Summary screen (PCHL1440). This screen allows the user to view the status of a given purchase order's related receivers and payable documents. |
| F2—Invoices By Purchase Order/Contract | The system transfers to the Invoices By Purchase Order/Contract screen (PCHL1530). This screen displays invoices for a given purchase order. |
| F3—Invoices By Vendor | The system transfers to the Invoices By Vendor screen (PCHL1540). This screen displays invoices for a given vendor. |
| F4—Open Voucher By Department | The system transfers to the Open Voucher By Department screen (PCHL1480). This screen displays vouchers for a given department. The voucher list is displayed in vendor alphabetical order. |
| F5—Vouchers By Purchase Order/Contract | The system transfers to the Vouchers by Purchase Order/Contract screen (PCHL1490). This screen displays vouchers for a given purchase order. |
| F6—Matching Detail By Voucher | The system transfers to the Matching Detail By Voucher screen (PCHL1740). This screen allows the user to inquire on matching detail for vouchers. |
| F7—Credit Memos by Voucher | The system transfers to the Credit Memos by Voucher screen (PCHL1750). This screen displays all of the credit memos for a given voucher. |
| F8—Payable Documents by Vendor | The system transfers to the Payable Documents by Vendor screen (PCHL1550). This screen displays all of the payable documents for a given vendor. |
| CL—Exit | The system transfers to the previously viewed screen. |

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5.1625 TRAVEL AUTH/ADV ACCOUNTING INFORMATION SUMMARY

| | | |
|----------------------------------|---|-------------------------------|
| PCHL1625 V4.1 | ADVANCED PURCHASING/INVENTORY | 10/29/1997 12:00 PM |
| LINK TO: | TRAVEL AUTH/ADV ACCOUNTING INFORMATION SUMMARY | |
| TRAVEL AUTH/ADV ID : 472A5678901 | | TRAVEL AUTH/ADV TOTAL: 777.77 |
| | | |
| S SX AGY Y INDEX PCA | COBJ AOBJ GRANT PH PROJ PH AG1 AG2 AG3 | TOTAL |
| 01 472 6 99995 99995 | 7204 | 777.77 |
| | | |
| F1-HELP | F2-VW ERROR | F5-NEXT |
| | F8-NEXT PG F9-LINK | |

Screen Description

This screen is accessed from the Travel Auth/Adv Header Entry screen (PCHL1605), the Travel Auth/Adv Detail Entry screen (PCHL1610), or the Extended Travel Auth/Adv Detail Entry screen (PCHL1611), when F11 is selected. This inquiry screen summarizes the accounting information on a travel authorization/advance by suffix.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields. The system transfers the document number from the Travel Auth/Adv Header Entry screen (PCHL1605), the Travel Auth/Adv Detail Entry screen (PCHL1610), or the Extended Travel Auth/Adv Detail Entry screen (PCHL1611), and retrieves the accounting information by suffix.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

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| | |
|---------------------------|--|
| F2—Vw Error | For non-split transactions, the system transfers to the Error Messages screen (PCHL2130) and displays the error message(s) associated with the financial error code(s) for the selected accounting suffix. For split transactions, the system transfers to the Split Transaction Information Summary screen (PCHL2133) and the user can select a transaction to display the financial error code(s). |
| F5—Next | The system retrieves and displays the travel authorization/advance accounting information summary screen for the next travel authorization/advance ID based on the travel authorization/advance ID presently displayed on the screen. |
| F8—Next Pg | The system displays the following page of accounting lines. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------------|---|
| Travel Auth/Adv ID | Enter up to a 12-character travel authorization/advance ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific travel authorization/advance record displayed, the travel authorization/advance ID is retrieved. (Required) |
| Travel Auth/Adv Total | The system will display the total travel authorization/advance amount, based on the travel authorization/advance ID entered. |
| Selection Indicator | Enter an ‘S’ in this field to select a suffix line. When F2 is selected, the system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions. These screens display the error |

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messages associated with the financial error codes for the selected accounting suffix. (Optional)

Accounting Information

These fields represent the accounting line(s) to which travel charges are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions of the implementation of ADPICS with R★STARS is contained in Section 1.0001

Total

The system retrieves the total dollar amount for the associated accounting suffix line.

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5.1660 TRAVELER TRAVEL AUTH/ADV SUMMARY

| | | | | | | |
|---|----------------------------------|------------|---------|------------|-----------------|------------------|
| PCHL1660 V4.1 | ADVANCED PURCHASING/INVENTORY | 10/29/1997 | 9:44 AM | | | |
| LINK TO: | TRAVELER TRAVEL AUTH/ADV SUMMARY | | | | | |
| VENDOR ID : 3384449273 JANE ST WORKER | | | | | | |
| FROM DATE : 04/04/1997 TO DATE : 04/14/1997 | | | | | | |
| S | AUTH/ADV ID | ADV TYPE | STAT | CREATE | ORIGINAL AMOUNT | REMAINING AMOUNT |
| | 777A6200049 | N | POST | 04/09/1997 | 700.00 | |
| | 777A6200040 | N | POST | 04/10/1997 | 702.00 | |
| | 777A6200041 | T | POST | 04/10/1997 | 710.00 | 700.00 |
| | 777A6200042 | N | POST | 04/10/1997 | 402.00 | |
| | 777A6200043 | P | NOPT | 04/14/1997 | | |
| F1-HELP F2-SELECT F6-RETURN | | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | |

Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F8 is selected, from the Travel Auth/Adv Header Entry screen (PCHL1605) when F7 is selected, or from the Travel Voucher Header Entry screen (PCHL1900) when the cursor is in the Travel Auth/Adv ID field and F2 is selected. This inquiry screen displays all travel authorizations/advances that have been generated for a particular traveler. This screen allows the user to view, within a date range, travel authorizations/advances for a particular vendor ID. From this screen, a user can transfer to the Travel Auth/Adv Header Entry screen (PCHL1605), for further inquiry, or return a travel authorization/advance ID to a travel voucher document.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

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| | |
|---------------------------|--|
| F2—Select | The system transfers to the Travel Auth/Adv Header Entry screen (PCHL1605) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the travel auth/adv document. |
| F6—Return | The system will return the selected travel authorization/advance ID back to the Travel Voucher Header Entry screen (PHCL1900). This function key will only be available when this screen is accessed from the Travel Voucher Header Entry screen. |
| F7—Prior Pg | The previous page of travel auth/adv documents for a traveler is retrieved and displayed, based on the vendor ID and first Auth/Adv ID displayed. If the first Auth/Adv ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of travel auth/adv documents for a traveler is retrieved and displayed, based on the vendor ID and last Auth/Adv ID displayed. If the last Auth/Adv ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the Traveler Travel Auth/Adv Summary, based on the vendor ID and date range entered. If the vendor ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|---|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. (Required) |
| Vendor Name | The system retrieves the vendor's name, based on the vendor ID entered. |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the travel |

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authorization/advance was created. (Required)

| | |
|---------------------|---|
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the travel authorization/advance was created. (Required) |
| Selection Indicator | Enter an 'S' in this field to select an Auth/Adv ID. When F2 is selected, the system transfers to the Travel Auth/Adv Header Entry screen (PCHL1605). This screen allows the user to view and/or update the travel authorization/advance document. (Optional) |
| Auth/Adv ID | The system retrieves the travel authorization/advance ID(s) associated with the vendor ID and date range entered. |
| Adv Type | The system retrieves the Advance Type Indicator , based on the Auth/Adv ID displayed. |
| Stat | The document's current status is displayed. |
| Create | The document's create date is displayed. |
| Original Amount | The system displays the original dollar amount, based on the travel Auth/Adv ID displayed. |
| Remaining Amount | The system displays the current outstanding dollar amount , based on travel Auth/Adv ID displayed. |

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5.1661 TRAVELER TRAVEL VOUCHER SUMMARY

| | | | | | | | |
|---|---------------------------------|--------------------|-------------|------------|------------|------------|----------|
| PCHL1661 V4.1 | ADVANCED PURCHASING/INVENTORY | 10/29/1997 9:59 AM | | | | | |
| LINK TO: | TRAVELER TRAVEL VOUCHER SUMMARY | | | | | | |
| VENDOR ID : 3384449273 JANE ST WORKER | | | | | | | |
| FROM DATE : 04/04/1997 TO DATE : 04/14/1997 | | | | | | | |
| S | VOUCHER ID | STAT | AUTH/ADV ID | CREATE | DEPART | RETURN | AMOUNT |
| | 777T6200011 | POST | | 04/08/1997 | 04/06/1997 | 04/06/1997 | 17.52 |
| | 777T6200012 | POST | | 04/08/1997 | 04/03/1997 | 04/03/1997 | 29.40 |
| | 777T6200013 | POST | | 04/09/1997 | 04/15/1997 | 04/16/1997 | 502.16 |
| | 777T6200014 | POST | | 04/09/1997 | 03/15/1997 | 03/16/1997 | 890.00 |
| | 777T6200015 | NOPT | 777A6200049 | 04/09/1997 | 03/15/1997 | 03/16/1997 | 1,000.00 |
| | 777T6200016 | POST | 777A6200040 | 04/10/1997 | 04/02/1997 | 04/03/1997 | 1,002.00 |
| | 777T6200017 | POST | 777A6200041 | 04/10/1997 | 04/02/1997 | 04/03/1997 | 610.00 |
| | 777T6200018 | POST | 777A6200041 | 04/10/1997 | 04/02/1997 | 04/03/1997 | 100.00 |
| | 777T6200019 | POST | 777A6200042 | 04/10/1997 | 04/02/1997 | 04/03/1997 | 100.00 |
| | 777T6200020 | NOPT | | 04/13/1997 | 04/11/1997 | 04/12/1997 | 500.00 |
| | 777T6200021 | NOPT | | 04/13/1997 | 04/11/1997 | 04/12/1997 | 117.00 |
| F1-HELP F2-SELECT | | | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | | |

Screen Description

This screen is accessed from the Travel menu (PCHL1601) when F10 is selected, or from the Travel Voucher Header Entry screen (PCHL1900) when F7 is selected. This inquiry screen displays all travel vouchers that have been generated for a particular traveler. This screen allows the user to view, within a date range, travel vouchers for a particular vendor ID. From this screen, a user can transfer to the Travel Voucher Header Entry screen (PCHL1900), for further inquiry.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

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| | |
|---------------------------|---|
| F2—Select | The system transfers to the Travel Voucher Header Entry screen (PCHL1900) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the travel voucher document. |
| F7—Prior Pg | The previous page of travel voucher documents for a traveler is retrieved and displayed, based on the vendor ID and first travel voucher ID displayed. If the first travel voucher ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of travel voucher documents for a traveler is retrieved and displayed, based on the vendor ID and last travel voucher ID displayed. If the last travel voucher ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the travel voucher summary, based on the vendor ID, date range, and date range entered. If the vendor ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|---|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. (Required) |
| Vendor Name | The system retrieves the vendor's name, based on the vendor ID entered. |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the travel voucher was created. (Required) |

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| | |
|---------------------|---|
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the travel voucher was created. (Required) |
| Selection Indicator | Enter an 'S' in this field to select a travel voucher. When F2 is selected, the system transfers to the Travel Voucher Header Entry screen (PCHL1900). This screen allows the user to view the travel voucher document. (Optional) |
| Voucher ID | The system retrieves the travel voucher ID(s) associated with the vendor ID and date range entered. |
| Stat | The document's current status is displayed. |
| Auth/Adv ID | The system retrieves the travel authorization/advance ID, based on the travel voucher ID displayed. |
| Create | The travel voucher's create date is displayed. |
| Depart | The system displays the traveler's departure date, based on the travel voucher ID displayed. |
| Return | The system displays the traveler's return date, based on the travel voucher ID displayed. |
| Amount | The system displays the dollar amount, based on the travel voucher ID displayed. |

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5.1720 CREDIT MEMO COMMODITY SUMMARY

| | | | | | |
|-----------------------------|-------------------------------|--|-----------|-------|------------|
| PCHL1720 V4.1 | ADVANCED PURCHASING/INVENTORY | 05/17/1996 | 10:04 AM | | |
| LINK TO: | CREDIT MEMO COMMODITY SUMMARY | | | | |
| CREDIT MEMO ID: 472F6300531 | VOUCHER ID : 472V6200633 | | | | |
| PO ID : 472N6402373 | CR MEMO TOTAL : 633.50 | | | | |
| S | LINE | QUANTITY | UNIT COST | TAXES | LINE TOTAL |
| | COMMODITY ID | COMMODITY NAME | | | |
| | 001 | 100.00 | 5.0000 | | 500.00 |
| | 725-56-75 | TELEPHONE PARTS AND ACCESSORIES, ELECTRO | | | |
| | 002 | 5.00 | 25.0000 | | 125.00 |
| | 208-94 | WORD PROCESSING, TEXT EDITORS, LABEL MAK | | | |
| F1-HELP | | | | | |
| F4-VW DETL F5-NEXT | | | | | |
| F8-NEXT PG F9-LINK | | | | | |
| G112 - INQUIRY SUCCESSFUL | | | | | |

Screen Description

This screen is accessed from the Credit Memo Header Entry screen (PCHL1700) or the Credit Memo Detail Entry screen (PCHL1710) when F6 is selected. This inquiry screen displays the credit memo by commodity line number information. The user can select a line and transfer to the Credit Memo Detail Entry screen (PCHL1710) to view the detail for that line.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Keys | Action |
|---------------|--------|
|---------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

| | |
|-------------------|--|
| F4—Vw Detl | The system transfers to the Credit Memo Detail Entry screen (PCHL1710). This screen shows the credit memo detail line. |
|-------------------|--|

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Inquiry

| | |
|---------------------------|--|
| F5—Next | The system retrieves the next credit memo commodity summary, based on the credit memo ID displayed on the screen. If there are no more credit memos, an end-of-file message is shown and processing begins with the first credit memo's commodity summary. |
| F8—Next Pg | The next page of credit memo commodity summary lines is retrieved and displayed, based on the credit memo ID and last line number displayed. If the last line number is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------------|--|
| Credit Memo ID | Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Voucher ID | The system retrieves the voucher ID, based on the credit memo ID entered. |
| PO ID | The system retrieves the purchase order ID, based on the voucher ID displayed. |
| Credit Memo Total | The system retrieves the credit memo total dollar amount, based on the credit memo ID displayed. |
| Select Indicator | Enter an 'S' in this field to select a commodity line. When F4 is selected, the system transfers to the Credit Memo Detail Entry screen (PCHL1710). This screen shows the credit memo detail information for the selected line. (Optional) |
| Line | The system retrieves the commodity line number, based on the credit memo |

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Inquiry

| | |
|----------------|---|
| | ID displayed. |
| Quantity | The system retrieves the quantity, based on the line number displayed. |
| Unit Cost | The system retrieves the unit cost, based on the line number displayed. |
| Taxes | The system retrieves the taxes, based on the line number displayed. (Not used in Michigan) |
| Line Total | The system retrieves the line total, based on the line number displayed. |
| Commodity ID | The system retrieves the commodity ID, based on the line number displayed. |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID displayed. |

ADPICS

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Inquiry

5.1725 CREDIT MEMO ACCOUNTING INFORMATION SUMMARY

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|------------------------------|-------------------------------|---------------------|----------|-------|-----|---------|------|-------|----|------|----|-----|-----|-----|--------|
| PCHL1725 V4.1 | ADVANCED PURCHASING/INVENTORY | 05/17/1996 | 10:04 AM | | | | | | | | | | | | |
| LINK TO: | CREDIT MEMO ACCOUNTING | INFORMATION SUMMARY | | | | | | | | | | | | | |
| CREDIT MEMO ID : 472F6300531 | | CR MEMO TOTAL : | 633.50 | | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | | | | |
| S | SX | AGY | Y | INDEX | PCA | COBJ | AOBJ | GRANT | PH | PROJ | PH | AG1 | AG2 | AG3 | TOTAL |
| | 01 | 472 | 6 | 00012 | | | 6500 | | | | | | | | 625.00 |
| | 02 | 472 | 6 | 00047 | | | 6506 | | | | | | | | 8.50 |
| | | | | | | | | | | | | | | | |
| F1-HELP | | F2-VW ERROR | | | | F5-NEXT | | | | | | | | | |
| | | F8-NEXT PG | | | | F9-LINK | | | | | | | | | |
| G112 - INQUIRY SUCCESSFUL | | | | | | | | | | | | | | | |

Screen Description

This screen is accessed from the Credit Memo Header Entry (PCHL1700) or the Credit Memo Detail Entry screen (PCHL1710) when F11 is selected. This inquiry screen displays all of the accounting information for the credit memo. The user can select an accounting line containing an error, and transfer to the appropriate error message screen to determine the specific error.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Keys | Action |
|---------------|--------|
|---------------|--------|

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| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

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|--------------------|--|
| F2—Vw Error | The system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions, when an 'S' is entered over an 'E' |
|--------------------|--|

ADPICS

Terminal Users Guide

Inquiry

(error) in the selection indicator column. The split transaction screen allows the user to select the split transaction suffix prior to accessing the error message screen. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix. If there are no errors in the selected line, a message is shown.

| | |
|---------------------------|--|
| F5—Next | The system retrieves the next Credit Memo Accounting Summary information record, based on the credit memo ID currently displayed. If there are no more credit memo records, an end-of-file message is displayed and processing begins with the first record. |
| F8—Next Pg | The next page of credit memo accounting summary lines is retrieved and displayed, based on the credit memo ID currently displayed on the screen. If the last page is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|--|
| Credit Memo ID | Enter up to a 12-character credit memo ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Cr Memo Total | The system retrieves the accounting total dollar amount of this credit memo. |

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Inquiry

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| Selection Indicator | <p>The system displays an 'E' when an associated accounting suffix line contains a posting error. Enter an 'S' in this field to select a suffix line. When F2 is selected, the system transfers to the Error Message screen (PCHL2130) for single accounting transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split accounting transactions. The split transaction screen allows the user to select the split transaction suffix prior to accessing the error message screen. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix. (Optional)</p> |
| Accounting Information | <p>The system retrieves the accounting information, based on the credit memo ID entered. These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001.</p> |
| Total | <p>The system retrieves the total dollar amount for the associated accounting suffix line.</p> |

5.1740 MATCHING DETAIL BY VOUCHER

| | | | | | |
|---|--|-------------------------------|--------------|---------------------|--|
| PCHL1740 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 05/17/1996 10:08 AM | |
| LINK TO: | | MATCHING DETAIL BY VOUCHER | | | |
| VOUCHER ID : 472V6200394 | | INVOICE SEQ : 472X6004733 | | PO ID : 472N6402115 | |
| S RECEIVING ID | LINE | QTY ORDERED | QTY ACCEPTED | QTY VOUCHERED | |
| COMMODITY ID | COMMODITY NAME | | | | |
| 472G6001552 | 001 | 100.00 | 100.00 | 100.00 | |
| 100 | BARRELS, 2 DRUMS, KEGS, AND CONTAINERS | | | | |
| 472G6001552 | 002 | 100.00 | 100.00 | 100.00 | |
| 550 | MARKERS, PLAQUES AND TRAFFIC CONTROL DEV | | | | |
| F1-HELP F8-NEXT PG F9-LINK F4-VW DETL F5-NEXT | | | | | |

Screen Description

This screen is accessed from the Accounts Payable Inquiries menu (PCHL1600) when F6 is selected. This inquiry screen allows the user to inquire on matching detail for vouchers. The matching detail includes all of the documents matched in creating the voucher.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Keys Action**

- F1—Help** The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
- F4—Vw Detl** The system transfers to the Procurement Receiving screen (PCHL3110) or the Inventory Receiving screen (PCHL3120) for the selected line. These screens show the receiving information.

| | |
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| F5—Next | The system retrieves the matching details for the next voucher, based on the voucher ID displayed on the screen. If there are no more vouchers, an end-of-file message is shown and processing begins with the first voucher record. |
| F8—Next Pg | The next page of matching detail is retrieved and displayed, based on the document ID and last receiving ID displayed. If the last receiving ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|---------------------|--|
| Voucher ID | Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Invoice Seq | The system retrieves the invoice sequence number (ADPICS invoice ID), based on the voucher ID entered. |
| PO ID | The system retrieves the purchase order ID, based on the voucher ID entered. |
| Selection Indicator | Enter an ‘S’ in this field to select a receiving ID. When F4 is selected, the system transfers to the Procurement Receiving screen (PCHL3110), or the Inventory Receiving screen (PCHL3120). These screens display receiving information for the selected document. (Optional) |
| Receiving ID | The system retrieves the receiving report ID, based on the voucher ID entered. |

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| Line | The system retrieves the receiving line number(s), based on the receiving ID displayed. |
| Qty Ordered | The system retrieves the quantity ordered for each line number, based on the purchase order ID displayed. |
| Qty Accepted | The system retrieves the quantity accepted for each line number, based on the receiving ID displayed. |
| Qty Vouchered | The system retrieves the total quantity vouchered for each line number, based on the voucher ID displayed. The quantity displayed for each receiving line includes the total quantity vouchered from all receiving IDs for that purchase order line item, not the individual receiver. |
| Commodity ID | The system retrieves the commodity ID for each line number, based on the receiving ID displayed. |
| Commodity Name | The system retrieves the commodity name for each line number, based on the commodity ID displayed. |

ADPICS

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Inquiry

5.1750 CREDIT MEMO BY VOUCHER

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|---------------------------|-------------------------------|------------------------------|
| PCHL1750 V4.1 | ADVANCED PURCHASING/INVENTORY | 05/17/1996 10:23 AM |
| LINK TO: | CREDIT MEMOS BY VOUCHER | |
| VOUCHER ID: 472V6200633 | VENDOR ID : 2751047710 | RADIO SHACK A DIVISION OF |
| PO ID : 472N6402373 | VEN IVC NO: INV2373RS | |
| S | CRED MEMO ID | STATUS DATE |
| | 472F6300531 | POST 05/14/1996 |
| | | AMOUNT DESCRIPTION |
| | | 633.50 RETURN-NO REPLACEMENT |
| F1-HELP | | |
| F8-NEXT PG F9-LINK | | |
| G112 - INQUIRY SUCCESSFUL | | |
| F4-VW DETL F5-NEXT | | |

Screen Description

This screen is accessed from the Accounts Payable Inquiries screen (PCHL1600) when F7 is selected. This inquiry screen allows the user to inquire on all of the credit memo records associated with a specific voucher ID.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Keys | Action |
|-------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F4—Vw Detl | The system transfers to the Credit Memo Header Entry screen (PCHL1700) for the selected line. This screen allows the user to view the credit memo document. |

ADPICS

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Inquiry

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| F5—Next | The system retrieves the credit memos for the next voucher, based on the voucher ID displayed on the screen. If there are no more credit memos, an end-of-file message is shown and processing begins with the first voucher record. |
| F8—Next Pg | The next page of credit memo records is retrieved and displayed based on the voucher ID. If the last page is currently displayed on the screen, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|--|
| Voucher ID | Enter up to a 12-character voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Vendor ID | The system retrieves the 10-character vendor ID, based on the voucher ID entered. |
| Vendor Name | The system retrieves the vendor name, up to 25 characters, based on the vendor name displayed. |
| PO ID | The system retrieves the purchase order or direct purchase order ID, based on the voucher ID entered. |
| Ven Ivc No | The system retrieves the vendor’s invoice number, based on the voucher ID entered. |

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Inquiry

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| Selection Indicator | Enter an 'S' in this field to select a credit memo. When F4 is selected, the system transfers to the Credit Memo Header Entry screen (PCHL1700). This screen displays the credit memo document. (Optional) |
| Cred Memo ID | The system retrieves the credit memo ID, based on the voucher ID entered. |
| Status | The credit memo's current status is displayed. |
| Date | The create date of the credit memo is displayed. |
| Amount | The system retrieves the total dollar amount of the credit memo ID displayed. |
| Description | The system retrieves the description, up to 25 characters, as entered on the credit memo. |

5.1820 DIRECT VOUCHER COMMODITY SUMMARY

| | | | | | |
|--|----------------|----------------------------------|---------------------|---------------------|------------|
| PCHL1820 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 10/18/1999 10:28 AM | |
| LINK TO: | | DIRECT VOUCHER COMMODITY SUMMARY | | | |
| DIR VOUCHER ID : 431W0000013 | | | DIR VOUCHER TOTAL : | | 200,504.13 |
| S LINE | COMMODITY ID | QUANTITY | UNIT COST | TAXES | LINE TOTAL |
| | CS138 ID | | | | |
| 001 | 952-43 | 1.00 | 200,000.0000 | | 200,000.00 |
| | 431S00000008 | | | | |
| 002 | 305-10-16-0754 | 10.00 | | 50.0000 | 500.00 |
| 003 | 385-12-37-6530 | 1.00 | | 4.1300 | 4.13 |
| F1-HELP F2-SELECT F5-NEXT F8-NEXT PG F9-LINK | | | | | |

Screen Description

This screen is accessed from the Direct Voucher Header Entry screen (PCHL1800) or the Direct Voucher Detail Entry screen (PCHL1810) when F6 is selected. This screen is also accessed from the Credit Memo Detail Entry screen (PCHL1710) when F2 is selected. The inquiry screen displays the direct voucher by line number and commodity information per line. The user can select a line and transfer to the Direct Voucher Detail Entry screen (PCHL1810) to view the detail for that line.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Keys Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

| | |
|---------------------------|---|
| F2—Select | The system transfers to the Direct Voucher Detail Entry screen (PCHL1810) for the record marked with an 'S' in the selection indicator column. This screen displays detail for the selected line. |
| F5—Next | The system retrieves the next commodity summary, based on the direct voucher ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity summary. |
| F6—Return | The system will return the selected line back to the Credit Memo Detail Entry screen (PCHL1710). This function key will only be available when this screen is accessed from the Credit Memo Detail Entry screen. |
| F8—Next Pg | The next page of direct voucher commodity information is retrieved and displayed, based on the direct voucher ID and last line number displayed. If the last line number is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------|---|
| Dir Voucher ID | Enter up to a 12-character direct voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Dir Voucher Total | The system retrieves the dollar value of the direct voucher, based on the direct voucher ID entered. |

| | |
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| Select Indicator | Enter an 'S' in this field to select a line. When F2 is selected, the system transfers to the Direct Voucher Detail Entry screen (PCHL1810). This screen displays detail commodity line information. When F6 is selected, the system returns the selected commodity line to the Credit Memo Detail Entry screen (PCHL1710). (Optional) |
| Line | The system retrieves the line number for the direct voucher, based on the direct voucher ID entered. |
| Commodity ID | The system retrieves the commodity ID, based on the line number displayed. |
| Quantity | The system retrieves the quantity, based on the line number displayed. |
| Unit Cost | The system retrieves the unit cost, based on the line number displayed. |
| Taxes | The system retrieves the taxes, based on the line number displayed. (Not used in Michigan) |
| Line Total | The system retrieves the line total, based on the line number displayed. |
| CS138 ID | The system retrieves the CS138 ID, based on the line number displayed. |

5.1825 DIRECT VOUCHER ACCOUNTING INFORMATION SUMMARY

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|---------------------|-------------------------------|---------------|---|---------------------|-----|------|------|-------|----|------|------------|-------|----------|-----|-------|
| PCHL1825 V4.1 | ADVANCED PURCHASING/INVENTORY | | | | | | | | | | 08/15/1994 | | 12:00 PM | | |
| LINK TO: | DIRECT VOUCHER ACCOUNTING | | | | | | | | | | | | | | |
| INFORMATION SUMMARY | | | | | | | | | | | | | | | |
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| DIR VOUCHER ID | | : DV270000008 | | DIR VOUCHER TOTAL : | | | | | | | | 99.00 | | | |
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| S | SX | AGY | Y | INDEX | PCA | COBJ | AOBJ | GRANT | PH | PROJ | PH | AG1 | AG2 | AG3 | TOTAL |
| 01 | | | | HYG | | | | | | | | | | | 99.00 |
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Screen Description

This screen is accessed from the Direct Voucher Header Entry screen (PCHL1800) or the Direct Voucher Detail Entry screen (PCHL1810) when F11 is selected. This inquiry screen displays the accounting information for that direct voucher.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. If this screen is accessed from the Direct Voucher Header Entry screen (PCHL1800) or the Direct Voucher Detail Entry screen (PCHL1810), the system retrieves the suffix(es), along with the total amount and accounting classification per suffix.

Available Function Keys

| Function Key | Action |
|----------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—View Error | The system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions, when an ‘S’ is entered over an ‘E’ |

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(error) in the selection indicator column. The split transaction screen allows the user to select the split transaction suffix prior to accessing the error message screen. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix. If there are no errors in the selected line, a message is shown.

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| F5—Next | The system retrieves the next direct voucher accounting information summary, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F8—Next Pg | The next page of direct voucher suffixes is retrieved and displayed, based on the document ID and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the accounting record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------|---|
| Dir Voucher ID | Enter up to a 12-character direct voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Dir Voucher Total | The system retrieves the accounting total dollar amount of this direct voucher. |

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| Selection Indicator | The system displays an 'E' when an associated accounting suffix line contains a posting error. Enter an 'S' in this field to select a suffix line. When F2 is selected, the system transfers to the Error Message screen (PCHL2130) for single accounting transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split accounting transactions. These screens display error messages for the selected accounting suffix. (Optional) |
| Accounting Information | The system retrieves the accounting information, based on the direct voucher ID entered. These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. |
| Total | The system retrieves the total dollar amount for the associated accounting suffix line. |

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5.1920 TRAVEL DETAIL INQUIRY

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|---------------------------------|-------------------------------|------------------------|----------|
| PCHL1920 V4.1 | ADVANCED PURCHASING/INVENTORY | 01/23/1998 | 09:23 PM |
| LINK TO: | TRAVEL DETAIL INQUIRY | | |
| TRAVEL VOUCHER ID : 777T7000183 | | TRAVEL VOUCHER TOTAL : | 21.00 |

| S | LINE | AUD | FLG | DATE | DAYS | RATE | CD | DESCRIPTION | RATE | AMOUNT |
|---|------|------|---------------|------------|------|------------|----|---------------------------|------|--------|
| | | FROM | LOCATION | | TO | LOCATION | | MILES | LINE | TOTAL |
| | 001 | N | | 08/01/1997 | 1 | ONEI | | OTHER NON-TAX EMP TRV EXP | | 21.00 |
| | | GRB | GREENBUSH, MI | | AUB | AUBURN, MI | | 100.00 | | 21.00 |

| | | |
|-------------|------------|---------|
| F1-HELP | F2-SELECT | F5-NEXT |
| F7-PRIOR PG | F8-NEXT PG | F9-LINK |

Screen Description

This screen is accessed from the Travel Voucher Header Entry screen (PCHL1900), the Travel Voucher Detail Entry screen (PCHL1910), and the Extended Travel Voucher Detail Entry screen (PCHL1911), when F6 is selected. This inquiry screen displays all rate codes and associated detail, by day, for a particular travel voucher.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
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| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
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| F2—Select | The system transfers to the Travel Voucher Detail Entry screen (PCHL1910) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the travel voucher detail information for the line selected. |
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Inquiry

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| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record |
| F7—Prior Pg | The previous page of detail information on a travel voucher is retrieved and displayed, based on the document ID and first line number displayed. If the first line number is already displayed, an error message is shown. |
| F8—Next Pg | The next page of detail information on a travel voucher is retrieved and displayed, based on the document ID and last line number displayed. If the last line number is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------------|---|
| Travel Voucher ID | Enter up to a 12-character travel voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific travel voucher record displayed, the travel voucher ID is retrieved. (Required) |
| Travel Voucher Total | The system displays the total dollar amount of the travel voucher |
| Selection Indicator | Enter an ‘S’ in this field to select a line. When F2 is selected, the system transfers to the Travel Voucher Detail Entry screen (PCHL1910). This screen allows the user to view the travel voucher detail information for the line selected. (Optional) |

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| Line | The system retrieves the three digit line number, based on the travel voucher ID displayed. |
| Aud Flg | The system will display the audit flag for each line, based on the travel voucher ID displayed. This indicates whether or not standard travel rates have been overridden |
| Date | The system retrieves the date of the travel voucher, based on the travel voucher ID displayed. |
| Days | The system displays the travel voucher number of days for each line, based on the travel voucher ID displayed. |
| Rate Cd | The system displays the travel voucher rate code for each line, based on the travel voucher ID displayed. |
| Description | The system displays the rate code description, based on the rate code displayed. |
| Rate Amount | The system displays the travel voucher rate amount for each line, based on the travel voucher ID displayed. |
| From Location | The system displays the travel voucher from location for each line, based on the travel voucher ID displayed. |
| To Location | The system displays the travel voucher to location for each line, based on the travel voucher ID displayed. |
| Miles | The system displays the travel voucher miles for each line, if applicable, based on the travel voucher ID displayed. |
| Line Total | The system displays the travel voucher line total, based on the travel voucher ID displayed. |

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Inquiry

5.1925 TRAVEL VOUCHER ACCOUNTING INFORMATION SUMMARY

| | | | | | | | | | | | | | |
|---------------------------------|-------------------------------|-----------------------|-------------|-------------|------|-------|----|---------|----|-----|-----|-----|--------|
| PCHL1925 V4.1 | ADVANCED PURCHASING/INVENTORY | 09/23/1997 | 12:00 PM | | | | | | | | | | |
| LINK TO: | TRAVEL VOUCHER ACCOUNTING | INFORMATION SUMMARY | | | | | | | | | | | |
| TRAVEL VOUCHER ID : 472T5789012 | | TRAVEL VOUCHER TOTAL: | 777.77 | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | | |
| S | SX | AGY | Y INDEX PCA | COBJ | AOBJ | GRANT | PH | PROJ | PH | AG1 | AG2 | AG3 | TOTAL |
| | 01 | 472 | 7 12345 | | | 4910 | | | | | | | 277.77 |
| | 02 | 472 | 7 12355 | | | 4885 | | | | | | | 500.00 |
| | | | | | | | | | | | | | |
| F1-HELP | | | | F2-VW ERROR | | | | F5-NEXT | | | | | |
| | | | | F8-NEXT PG | | | | F9-LINK | | | | | |

Screen Description

This screen is accessed from the Travel Voucher Header Entry screen (PCHL1900), Travel Voucher Detail Entry screen (PCHL1910), or Extended Travel Voucher Detail Entry screen (PCHL1911) when F11 is selected. This inquiry screen displays all of the accounting information for the travel voucher. The user can select an accounting line containing an error, and transfer to the appropriate error message screen to determine the specific error.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
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| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
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| F2—Vw Error | The system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions, when an 'S' is entered over an 'E' (error) in the selection indicator column. The split transaction screen allows the user to select the split transaction suffix prior to accessing the error message screen. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix. If there are no errors in the selected line, a message is shown. |
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record |
| F8—Next Pg | The next page of accounting lines on the travel voucher is retrieved and displayed, based on the document ID and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------------|---|
| Travel Voucher ID | Enter up to a 12-character travel voucher ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific travel voucher record displayed, the travel voucher ID is retrieved. (Required) |
| Travel Voucher Total | The system displays the travel voucher accounting total. |

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| Selection Indicator | Enter an 'S' in this field to select a suffix line. When F2 is selected, the system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions. These screens display the error messages associated with the financial error codes for the selected accounting suffix. (Optional) |
| Accounting Information | These fields represent the accounting line(s) to which travel charges are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions of the implementation of ADPICS with R★STARS is contained in Section 1.0001 |
| Total | The system displays the total dollar amount for the associated accounting suffix line. |

5.2113 CS138 COMMODITY SUMMARY

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PCHL21113 V4.1          ADVANCED PURCHASING/INVENTORY    10/18/1999  10:34 AM
LINK TO:                  CS138 COMMODITY SUMMARY          PAGE 01 OF 01

CS138 ID : 071S0000002          CUMULATIVE TOTAL:          5,000.00
PRIMARY COMMODITY : 918-10          AIR QUALITY CONSULTANT

S LINE  COMMODITY ID  COMMODITY NAME
-----
001     918-10       AIR QUALITY CONSULTANT
002     918-15       ARCHITECTURAL CONSULTANT
003     918-18       BOILER CHEMISTRY CONSULTING #

F1-HELP      F2-SELECT      F5-NEXT
F7-PRIOR PG  F8-NEXT PG     F9-LINK
  
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Screen Description

This screen is accessed from the CS138 Header Entry screen (PCHL2117) when F6 is selected. This inquiry screen displays the CS138 and commodity information by line number. The user can select a line and transfer to the CS138 Detail Entry screen (PCHL2118) to view the detail for that line.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the CS138 Detail Entry screen (PCHL2118) for the record marked with an 'S' in the selection indicator column. This screen displays detail for the selected line. |
| F5—Next | The system retrieves the next document record, based on the CS138 ID |

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displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first record.

| | |
|---------------------------|--|
| F7—Prior Pg | The previous page of CS138 detail lines are retrieved and displayed, based on the CS138 ID and first line number displayed. If the first detail line is already displayed, an error message is shown. |
| F8—Next Pg | The next page of CS138 detail is retrieved and displayed, based on the CS138 ID and last line number displayed. If the last CS138 detail line is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the proper security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the CS138 detail lines, based on the CS138 ID entered. If the CS138 ID currently displayed does not exist, an error message is displayed and processing stops. |
| CI—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------|---|
| CS138 ID | Enter a 12-character CS138 ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. (Required) |
| Cumulative Total | The system retrieves the cumulative total based on the CS138 ID entered. |
| Primary Commodity | The system retrieves the primary commodity, based on the CS138 ID entered. |
| Select Indicator | The system transfers to the CS138 Detail Entry screen (PCHL2118) for the record marked with an ‘S’ in the selection indicator column. This screen displays the commodity ID and description information. (Optional) |
| Line | The system retrieves the CS138 ID detail line number, based on the CS138 ID entered. |
| Commodity ID | The system retrieves the commodity ID, based on the line number displayed. |

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Commodity Name The system retrieves the commodity name, based on the commodity ID
retrieved.

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5.2114 CS138 BY DEPARTMENT

| | | | | | | |
|--------------------------------|-------------------------------|------------|------------|--------|----------------|----------------|
| PCHL2114 V4.1 | ADVANCED PURCHASING/INVENTORY | 10/18/1999 | 11:10 AM | | | |
| LINK TO: | CS138 BY DEPARTMENT | | | | | |
| DEPARTMENT : 07103300 | | | | | | |
| FROM DATE : 01/22/2000 | TO DATE: 04/30/2000 | | | | | |
| S | CS138 ID | EFF DATE | ORG END DT | STATUS | PRIM COMMODITY | CUMULATIVE TOT |
| | VENDOR NAME | | | | | |
| | 071S0000289 | 01/22/00 | 01/23/00 | NOPT | 908-20 | 50,000.00 |
| | TO BE BID | | | | | |
| | 071S0000290 | 02/01/00 | 04/30/00 | NOPT | 908-20 | 90,000.00 |
| | SPECIALLY FOR CHILDREN | | | | | |
| | 071S0000003 | 03/01/00 | 03/31/00 | POST | 961-10 | 5,000.00 |
| | LOCK SHOP | | | | | |
| F1-HELP F2-SELECT F5-NEXT | | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | |

Screen Description

This screen is accessed from the secondary CS138 menu (PCHL2005) when F2 is selected. This inquiry screen displays CS138 IDs with an effective date between the specified date range.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

| | |
|------------------|--|
| F2—Select | The system transfers to the CS138 Header Entry screen (PCHL2117) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view header information for a CS138, providing the user has appropriate security. |
|------------------|--|

| | |
|----------------|--|
| F5—Next | The system retrieves the next document record based on the ADPICS department displayed on the screen. If there are no more records, an end-of- |
|----------------|--|

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file message is displayed and processing begins with the first ADPICS department record.

- F7—Prior Page** The previous page is retrieved and displayed based on the ADPICS department and first CS138 ID displayed. If the first CS138 ID is already displayed, the system wraps around and displays the last page of CS138s for that ADPICS department.
- F8—Next Pg** The next page is retrieved and displayed, based on the ADPICS department and last CS138 ID displayed. If the last CS138 is already displayed, the system wraps around and displays the first page of CS138s for that ADPICS department.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- ENTER—
Inquire** The system retrieves the record, based on the ADPICS department and date range entered. If the ADPICS department currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|------------------|--|
| Department | The system retrieves the ADPICS department ID, based on the user's security record. Enter up to an eight-character ADPICS department ID. This must exist in the Department Table (PCHL5970). If the record does not exist, a message is shown and processing stops. (Required) |
| From Date | The system defaults to one month prior to the current date. Enter up to an eight-digit beginning date, to inquire for a different period of time. This portion of the date is based on the effective date of the CS138. (Required) |
| To Date | The system defaults to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date is based on the effective date of the CS138. (Required) |
| Select Indicator | Enter an 'S' to indicate which CS138 ID will be retrieved when F2 is selected. When F2 is selected, the system transfers to the CS138 Header Entry screen (PCHL2117). The screen allows the user to view and update |

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the document's header information, providing the user has appropriate security. (Optional)

CS138 ID The system retrieves CS138 IDs based on the ADPICS department ID and date range entered.

Eff Date The system retrieves the effective date of the CS138.

Org End Dt The system retrieves the original end date of the CS138.

Status The system retrieves the status, based on the CS138 ID displayed.

Prim Commodity The system retrieves the primary commodity code of the CS138.

Cumulative Tot The system retrieves the cumulative total of the CS138.

Vendor Name The system retrieves the vendor name of the CS138.

5.2120 REQUISITION COMMODITY SUMMARY

| | | |
|-----------------------------------|-------------------------------|--|
| PCHL2120 V4.1 | ADVANCED PURCHASING/INVENTORY | 10/18/1999 11:38 AM |
| LINK TO: | REQUISITION COMMODITY SUMMARY | PAGE 00 OF 00 |
| REQUISITION ID : 071R0000007 | | REQUISITION TOTAL: 25.65 |
| <hr/> | | |
| S LINE | CS138 ID COMMODITY ID | QUANTITY UNIT COST TAXES LINE TOTAL |
| 001 | 948-62-15 NO CS138 | 9.00 2.8500 25.65 |
| ELDERLY ALL INCLUSIVE CARE (PACE) | | |
| <hr/> | | |
| F1-HELP | F2-SELECT | F4-ADD LINE F5-NEXT |
| F7-PRIOR PG | F8-NEXT PG | F9-LINK |

Screen Description

This screen is accessed from the Requisition Header Entry screen (PCHL2100) or Requisition Detail Entry screen (PCHL2110) when F6 is selected. This inquiry screen displays the requisition/job ticket by line numbers and commodity information per line. The accounting suffix(es) per line item are also displayed. The user can select a line and transfer to the Requisition Detail Entry screen (PCHL2110) to view the detail for that line.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. If entered from the Requisition Header Entry screen (PCHL2100) or the Requisition Detail Entry screen (PCHL2110), the system retrieves each line number, along with the associated commodity information. The requisition/job ticket total is retrieved and displayed at the top of the screen.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

| | |
|---------------------------|---|
| F2—Select | The system transfers to the Requisition Detail Entry screen (PCHL2110) for the record marked with an 'S' in the selection indicator column. This screen allows the user to add detailed requisition lines, providing the user has appropriate security. |
| F4—Add Line | The system transfers to the Requisition Detail Entry screen (PCHL2110). This screen allows the entry of another requisition detail if the document has not been posted, providing the user has appropriate security. |
| F5—Next | The system retrieves the next commodity summary, based on the requisition ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of requisition commodity summary lines is retrieved and displayed, based on the document ID and first line number displayed. If the first line number is already displayed, an error message is shown. |
| F8—Next Pg | The next page of requisition commodity summary lines is retrieved and displayed, based on the document ID and last line number displayed. If the last line number is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------|--|
| Requisition ID | Enter up to a 12-character requisition ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Requisition Total | The system retrieves the dollar value of the requisition, based on the requisition ID entered. |

| | |
|------------------|--|
| Select Indicator | Enter an 'S' in this field to select a commodity line. When F2 is selected, the system transfers to the Requisition Detail Entry screen (PCHL2110). This screen displays commodity line detail, which can be updated providing the user has appropriate security. (Optional) |
| Line | The system retrieves the requisition line number for each commodity ID displayed, based on the requisition ID entered. |
| CS138 ID | The system retrieves the CS138 ID, based on the line number displayed. |
| Quantity | The system retrieves the quantity, based on the line number displayed. |
| Unit Cost | The system retrieves the unit cost, based on the line number displayed. |
| Taxes | The system retrieves the taxes, based on the line number displayed. (Not used in Michigan) |
| Line Total | The system retrieves the line total, based on the line number displayed. |
| Commodity ID | The system retrieves the commodity ID, based on the line number displayed. |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID displayed. |

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- F2—View Error** The system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions, when an 'S' is entered over an 'E' (error) in the selection indicator column. The split transaction screen allows the user to select the split transaction suffix prior to accessing the error message screen. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix. If there are no errors in the selected line, a message is shown.
- F5—Next** The system retrieves the next requisition or job ticket accounting information summary, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
- F7—Prior Pg** The previous page of accounting suffixes is retrieved and displayed, based on the document ID and first accounting suffix displayed. If the first accounting suffix is already displayed, an error message is shown.
- F8—Next Pg** The next page of accounting suffixes is retrieved and displayed, based on the document ID and last accounting suffix displayed. If the last accounting suffix is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- ENTER—
Inquire** The system retrieves the accounting summary record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

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Input Coding Instructions

| Element | Description |
|------------------------|--|
| Requisition ID | Enter up to a 12-character requisition or job ticket ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Requisition Total | The system retrieves the total dollar amount of all accounting lines on the requisition or job ticket. |
| Select Indicator | The system displays an 'E' when an associated accounting suffix line contains a posting error. Enter an 'S' in this field to select a suffix line. When F2 is selected, the system transfers to the Error Message screen (PCHL2130) for single accounting transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split accounting transactions. These screens display error messages for the selected accounting suffix. (Optional) |
| Accounting Information | The system retrieves the accounting information, based on the requisition or job ticket ID entered. These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. |
| Total | The system retrieves the total dollar amount for the associated accounting suffix line. |

5.2130 ERROR MESSAGES

| | | | |
|-----------------------------|---|-------------|----------|
| PCHL2130 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM |
| LINK TO: | ERROR MESSAGES | | |
| REQUISITION ID: 027R4000044 | | SUFFIX : 02 | |
| ERROR CODE | MESSAGE | | |
| 50059 | TRANSACTION REFERENCES AN UNAUTHORIZED FUND | | |
| 50061 | TRANSACTION REFERENCES AN UNAUTHORIZED DEPARTMENT | | |
| F1-HELP | | | |
| F9-LINK | | | |

Screen Description

This screen is accessed from the Requisition Accounting Information Summary screen (PCHL2125), the Purchase Order Contract Accounting Information Summary (PCHL2344), the Voucher Accounting Information Summary (PCHL1430), the Direct Voucher Accounting Information Summary (PCHL1825), the Credit Memo Accounting Information Summary (PCHL1725), the Travel Auth/Adv Accounting Information Summary (PCHL1625), or the Travel Voucher Accounting Information Summary (PCHL1925) when F2 is selected. This inquiry screen displays the error codes and associated error messages related to the document's posting error.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

| | |
|----------------|---|
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| CL—Exit | The system transfers to the previous screen. |

Input Coding Instructions

No user input is required.

| | |
|----------------|--|
| Requisition ID | The system retrieves the document ID from the accessing information summary screen. |
| Suffix | The system retrieves the accounting suffix, based on the line selected from the accessing accounting summary screen. |
| Error Code | The system retrieves the R★STARS generated error code associated with the suffix’s posting error. |
| Message | The system retrieves the R★STARS generated description message associated with the error code displayed. |

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5.2133 SPLIT TRANSACTION

| | | | |
|---|-------------------------------|------------|---------|
| PCHL2133 V4.1 | ADVANCED PURCHASING/INVENTORY | 05/12/1997 | 5:32 PM |
| LINK TO: | SPLIT TRANSACTION | | |
| | INFORMATION SUMMARY | | |
| PURCHASE ORDER ID: 551N7000152 SUFFIX TOTAL : 550.00 | | | |
| | | | |
| S SX AGY Y RTI FUND APPN GRANT PH PROJ PH AG1 AG2 AG3 | TOTAL | | |
| E 01 551 7 115000 1000 02011 | 150.00 | | |
| E 01 551 7 115000 2000 02011 | 400.00 | | |
| | | | |
| F1-HELP F2-VW ERROR | | | |
| F9-LINK | | | |

Screen Description

This screen is accessed from the Requisition Accounting Information Summary screen (PCHL2125), the Purchase Order Contract Accounting Information Summary (PCHL2344), the Voucher Accounting Information Summary (PCHL1430), the Direct Voucher Accounting Information Summary (PCHL1825), the Credit Memo Accounting Information Summary (PCHL1725), the Travel Auth/Adv Accounting Information Summary (PCHL1625), or the Travel Voucher Accounting Information Summary (PCHL1925) when F2 is selected and the accounting error is in a split transaction. This inquiry screen displays the split accounting transactions for the accounting line related to the document's posting error. From this screen, the user can select the split transaction that is in error and view the Error Messages screen (PCHL2130).

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

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| | |
|--------------------|--|
| F2—Vw Error | The system transfers to the Error Messages screen (PCHL2130) when an 'S' is entered over an 'E' (error) in the selection indicator column. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix split transaction. If there are no errors in the selected line, a message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| CL—Exit | The system transfers to the previous screen. |

Input Coding Instructions

No user input is required.

| | |
|------------------------|--|
| Document ID | The system retrieves the document ID (i.e., purchase order ID, voucher ID, etc.) from the accessing information summary screen. |
| Suffix Total | The system retrieves the total dollar amount of the accounting suffix split transaction, based on the line selected from the accessing accounting summary screen. |
| Selection Indicator | The system displays an 'E' when the associated split accounting suffix line contains a posting error. Enter an 'S' in this field to select a split suffix line. When F2 is selected, the system transfers to the Error Messages screen (PCHL2130). This screen displays error messages for the selected accounting suffix split transaction. |
| Accounting Information | The system retrieves the split transaction accounting information, based on the document ID displayed. These fields represent the split transaction accounting lines to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. |

5.2140 REQUISITION DOCUMENT INQUIRY

| | | | | | | |
|-----------------------------|----------|-------------------------------|-----------|---|-----------|-------------|
| PCHL2140 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 10/18/1999 11:42 AM | | |
| LINK TO: | | REQUISITION DOCUMENT INQUIRY | | PAGE 00001 OF 00001 | | |
| REQUISITION ID: 071R0000077 | | REQUISITION TOTAL : | | 60.00 | | |
| DEPT: MTD | | MAIN TRAINING DEP | | VENDOR 2000000000 : BURN'S PAPER SUPPLY | | |
| BUYER | | : DEPARTMENT BUYER | | NOTE PAD (Y/N) : N | | |
| LINE | QUANTITY | U/M | COMMODITY | CS138 ID | UNIT COST | TOTAL PRICE |
| 001 | 5.00 | EA | 924-35-40 | NOC138 | 12.0000 | 60.00 |
| TRAINING COURSE DEVELOPMENT | | | | | | |
| F1-HELP | | F5-NEXT | | F6-HEADER | | |
| F7-PRIOR PG | | F8-NEXT PG | | F9-LINK | | |
| | | | | F12-PRINT | | |

Screen Description

This screen is accessed from the Requisition Inquiry menu (PCHL2401) when F4 is selected. This inquiry screen displays all requisition lines and any corresponding specifications and/or terms. All accounting information is also displayed.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The user requests a specific requisition to view. The Requisition file is searched and all requisition lines are listed. If no detail lines are found, or the user does not have the appropriate security to view the requested document, a message is displayed and processing stops.

Available Function Keys

| Function Key | Action |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |

| | |
|---------------------------|---|
| F6—Header | The system transfers to the Requisition Header Entry screen (PCHL2100). This screen allows the user to view or update the header information for the requisition displayed. |
| F7—Prior Pg | The previous page of requisition information is retrieved and displayed, based on the document ID and first page displayed. If the first page is already displayed, an error message is shown. |
| F8—Next Pg | The next page of requisition information is retrieved and displayed, based on the document ID and last page displayed. If the last page is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F12—Print | The system sends the document information, based on the document ID currently displayed on the screen, to the printer assigned to the user’s terminal, or queues the record for batch processing, depending upon the user’s site. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------|--|
| Page Number | The system retrieves the page number of the page being viewed. Enter a valid page number, up to three digits, for inquiry of a specific page. (Optional) |
| Requisition ID | Enter up to a 12-character requisition ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. (Required) |
| Requisition Total | The system retrieves the requisition total, based on the requisition ID entered. |

| | |
|-----------------|---|
| Department | The system retrieves the department from the requisition. |
| Vendor | The system retrieves the vendor from the requisition, if entered. |
| Buyer | The system retrieves the buyer ID and buyer name from the requisition header, if entered. |
| Notepad | The system retrieves the notepad indicator from the requisition. |
| Line | The system retrieves the commodity line number from the requisition. |
| Quantity | The system retrieves the quantity, based on the line number displayed. |
| Unit of Measure | The system retrieves the unit of measure, based on the line number displayed. |
| Commodity | The system retrieves the commodity ID, based on the line number displayed. |
| CS138 ID | The system retrieves the CS138 ID, based on the line number displayed. |
| Unit Cost | The system retrieves the unit cost, based on the line number displayed. |
| Total Price | The system retrieves total price, based on the line number displayed. |
| Additional Data | When document inquiry is made, the succeeding pages of this inquiry retrieve and display the following data in the order listed, if entered on the requisition: commodity name, buyer code and name if assigned to a commodity line, specifications, document terms, line item accounting information, line item accounting suffix total, document summary accounting information, summary accounting suffix total, and document total accounting amount. |

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5.2150 PURCHASE ORDER DOCUMENT INQUIRY

| | | |
|-----------------------------|---------------------------------|---------------------|
| PCHL2150 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 12:00 PM |
| LINK TO: | PURCHASE ORDER DOCUMENT INQUIRY | PAGE 00001 OF 00003 |
| PO ID : PO00001 | ENCUMBRANCE AMOUNT: | 5.00 |
| REQ ID : RQ00040 | REMAINING AMOUNT : | 5.00 |
| BID ID : BI00006 | NOTEPAD (Y/N) : N | MATCH TYPE:A1 |
| VENDOR 000001 : TEST VENDOR | | |
| ===== | | |
| | DELIVERY DATE: 12/31/93 | EXPIRATION DATE: |
| ----- | | |
| VENDOR ADDRESS | | |
| ----- | | |
| 2001 M STREET | | |
| WASH 20001 | | |
| DISCOUNT TERMS: NET | | |
| FOB POINT : DEST | | |
| F1-HELP | F5-NEXT | F6-HEADER |
| F7-PRIOR PG | F8-NEXT PG | F12-PRINT |
| F9-LINK | | |

Screen Description

This screen is accessed from the Purchase Inquiry menu (PCHL2400) when F4 is selected. This inquiry screen displays all purchase order lines and any corresponding specifications and/or terms. All accounting information is also displayed. This is an example of the first page for this screen. The pages will vary based on the purchase order information entered.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. When the user requests a specific purchase order to view, the Purchase Order file is searched and all purchase order lines are listed. If no detail lines are found, or the user does not have the appropriate security to view the requested document, a message is displayed and processing stops.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

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| | |
|---------------------------|---|
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F6—Header | The screen transfers to the Direct Purchase Order Writing screen (PCHL2360). This screen allows the user to view or update the header information for the purchase order displayed. |
| F7—Prior Pg | The previous page of purchase order information is retrieved and displayed, based on the document ID and first page number displayed. If the first page number is already displayed, an error message is shown. |
| F8—Next Pg | The next page of purchase order information is retrieved and displayed, based on the document ID and last page number displayed. If the last page number is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F12—Print | The system sends the document, based on the document ID currently displayed on the screen, to the printer assigned to the user’s terminal, or queues the record for batch processing, depending upon the user’s site. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------|---|
| Page Number | The system retrieves the page number of the page being viewed. Enter a valid page number, up to five digits, for inquiry of a specific page. (Optional) |

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| | |
|--------------------|--|
| Purchase Order ID | Enter up to a 12-character purchase order or direct purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Encumbrance Amount | The system retrieves the encumbrance dollar amount, based on the purchase order ID entered. |
| Requisition ID | The system retrieves the requisition ID if the document ID entered is a purchase order. |
| Remaining Amount | The system retrieves the remaining dollar amount of the purchase order or direct purchase order. |
| Bid ID | The system retrieves the bid ID, if the purchase order was awarded through the bid process. |
| Notepad | The system retrieves 'Y' or N' to indicate whether there is a note for this purchase order. |
| Match Type | The system retrieves the match type of the purchase order. |
| Vendor | The system retrieves the vendor ID and name from the purchase order. |
| Delivery Date | The system retrieves and displays the delivery date of the purchase order when an inquiry is made. |
| Expiration Date | The system retrieves the expiration date, if entered on the purchase order, when an inquiry is made. |
| Vendor Address | The system retrieves the address of the vendor entered on the purchase order, when an inquiry is made. This data will include the street, city, state, and zip code as entered on the document. |
| Discount Terms | The system retrieves the discount terms, as entered on the purchase order, when an inquiry is made. |
| FOB Point | The system retrieves the FOB Point, as entered on the purchase order, when an inquiry is made. |

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Inquiry

Additional Data When document inquiry is made, the succeeding pages of this inquiry retrieve and display all of the commodity and accounting detail as entered on the purchase order. This will include the following data, if entered on the purchase order: document terms, requisition ID, line number, quantity, commodity, commodity name, line item discount, unit cost, total cost, buyer name, specifications, line item accounting information, line item accounting suffix total, document summary accounting information, summary accounting suffix total, and document total accounting amount.

ADPICS

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Inquiry

5.2318 BID OPENING SUMMARY INQUIRY

```
PCHL2318 V4.1          ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:                BID OPENING SUMMARY INQUIRY

OPEN DATE : 10/15/1993
TOTAL BIDS: 100

      DOC
ITB ID   TYP TIME DUE  BID TITLE
IT00000000001 IT  10:00 93  BID FOR FLOPPY DISK

F1-HELP
F8-NEXT PG      F9-LINK
```

Screen Description

This screen is accessed from the Bid Processing menu (PCHL2300) when F7 is selected. This inquiry screen allows the user to view bid openings by date.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

- F1—Help** The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.
- F8—Next Pg** The next page of bid opening information is retrieved and displayed, based on the date entered and last document ID displayed. If the last document ID is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

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Inquiry

Input Coding Instructions

| Element | Description |
|----------------|---|
| Open Date | Enter up to an eight-digit date for inquiry. (Required) |
| Total Bids | The system retrieves the total number of bids due, based on the date entered. |
| ITB ID | The system retrieves the invitation to bid ID for all bids due on the entered date. |
| Doc Typ | The system retrieves the document type, based on the ITB ID displayed. |
| Time Due | The system retrieves the time due, based on the ITB ID displayed. |
| Bid Title | The system retrieves the bid title, based on the ITB ID displayed. |

**5.2344 PURCHASE ORDER/CONTRACT ACCOUNTING
INFORMATION SUMMARY**

| | | | | | | | | | | | | | | | |
|------------------------------|-----|-------------------------------|---|---------------------|-------|--------------|------|-------|----|------|----|-----|-----|-----|-----------|
| PCHL2344 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 05/19/1997 | | 9:22 AM | | | | | | | | | |
| LINK TO: | | PO/CONTRACT ACCOUNTING | | INFORMATION SUMMARY | | | | | | | | | | | |
| PO/CONTRACT ID : 472P7007723 | | PURCHASE ORDER TOTAL : | | 22,500.00 | | | | | | | | | | | |
| <hr/> | | | | | | | | | | | | | | | |
| S | SX | AGY | Y | INDEX | PCA | COBJ | AOBJ | GRANT | PH | PROJ | PH | AG1 | AG2 | AG3 | TOTAL |
| 01 | 472 | 7 | | 64510 | 55550 | | 6230 | | | | | | | | 2,500.00 |
| 02 | 472 | 7 | | 23080 | 14153 | | 6230 | | | | | | | | 20,000.00 |
| | | | | | | | | | | | | | | | |
| F1-HELP | | F2-VW ERROR | | F4-SFX RET | | F5-NEXT | | | | | | | | | |
| | | F8-NEXT PG | | F9-LINK | | F11-LIQD AMT | | | | | | | | | |

Screen Description

This screen is accessed from the Purchase Order/Contract Writing screen (PCHL2340) when F11 is selected. This inquiry screen allows the user to view accounting summary information on a purchase order/contract.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Vw Error The system transfers to the Error Messages screen (PCHL2130) for single transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split transactions, when an 'S' is entered over an 'E' (error) in the selection indicator column. The split transaction screen allows

the user to select the split transaction suffix prior to accessing the error message screen. The error message screen displays the error messages associated with the financial error codes for the selected accounting suffix. If there are no errors in the selected line, a message is shown.

- F4—Sfx Ret** The system retrieves the remaining retainage amount for each suffix accounting line. The name of the function key also changes from Sfx Ret to Sfx Amt. Pressing the function key when labeled Sfx Amt retrieves the total dollar amount for each suffix accounting line. The name of the function key then changes back to Sfx Ret. This allows the user to toggle back and forth between the remaining retainage amount and the total suffix amount.
- F5—Next** The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.
- F8—Next Pg** The next page of accounting information on a purchase order/contract is retrieved and displayed based on the purchase order/contract ID. If the last page of the purchase order/contract summary is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F11—Liqd Amt** The system retrieves the total dollar amount that has been liquidated for each suffix accounting line. The name of the function key also changes from Liqd Amt to Sfx Amt. Pressing the function key when labeled Sfx Amt retrieves the total dollar amount of each suffix accounting line. The name of the function key then changes back to Liqd Amt. This allows the user to toggle back and forth between the liquidated dollar amount and the total suffix amount.
- ENTER—Inquire** The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|------------------------|--|
| PO/ Contract ID | Enter up to a 12-character purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Acct Total | The system retrieves the total dollar amount of the purchase order, based on the purchase order ID entered. |
| Select Indicator | The system displays an 'E' when an associated accounting suffix line contains a posting error. Enter an 'S' in this field to select a suffix line. When F2 is selected, the system transfers to the Error Message screen (PCHL2130) for single accounting transactions, or to the Split Transaction Information Summary screen (PCHL2133) for split accounting transactions. These screens display error messages for the selected accounting suffix. (Optional) |
| Accounting Information | The system retrieves the accounting information, based on the direct voucher ID entered. These fields represent the accounting line(s) to which the funds of this financial transaction are applied. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. |
| Total | The system retrieves the total dollar amount for the associated accounting suffix line. |

5.2346 PURCHASE ORDER/CONTRACT DETAILS

| | | | | | | | |
|---|-------------------------|---------------------------------|-----|-------------|-------------|------------|-------|
| PCHL2346 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 10/18/1999 | | 1:08 PM | |
| LINK TO: | | PURCHASE ORDER/CONTRACT DETAILS | | PAGE 01 | | OF 01 | |
| PO/CONTR ID: 431P0000022 | | ITB/BID ID: | | TOT AMT: | | 14,500.00 | |
| S | REQ | LINE NO | U/M | QUANTITY | UNIT COST | %DCT TAXES | TOTAL |
| | COMMODITY ID | COMMODITY NAME | | CS138 ID | | | |
| | 431R0000028 | 001 | LO | 1.00 | 14,500.0000 | | |
| 14,500.00 | | | | | | | |
| 918-29 | COMPUTER-SOFTWARE CONSU | | | 431S0000008 | | | |
| F1-HELP F2-SELECT F5-NEXT F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | | |

Screen Description

This screen is accessed from the Purchase Order/Contract Writing screen (PCHL2340) when F6 is selected. This inquiry screen displays the requisition(s), requisition line number(s), and commodity information for a given purchase order.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Requisition Detail Entry screen (PCHL2110) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view the requisition detail for the selected requisition. |
| F5—Next | The system retrieves the next document record, based on the document ID |

displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record.

| | |
|---------------------------|---|
| F7—Prior Pg | The previous page of commodities on a purchase order/contract is retrieved and displayed, based on the document ID and first commodity displayed. If the first commodity is already displayed, an error message is shown. |
| F8—Next Pg | The next page of commodities on a purchase order/contract is retrieved and displayed, based on the document ID and last commodity displayed. If the last commodity is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|--|
| PO/ Contract ID | Enter up to a 12-character purchase order/contract ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| ITB ID | The system retrieves the invitation to bid/bid ID associated with the purchase order, if the purchase order was awarded through the bid process. |
| Tot Amt | The system retrieves the total dollar amount of the purchase order. |
| Select Indicator | Enter an ‘S’ in this field to select a requisition line. When F2 is selected, the system transfers to the Requisition Detail Entry screen (PCHL2110). This screen allows the user to view the requisition detail for the selected commodity line. (Optional) |

| | |
|----------------|---|
| Req | The system retrieves the requisition ID(s) associated with the purchase order ID entered. |
| Line No | The system retrieves the requisition line number(s) associated with the requisition ID displayed. |
| U/M | The system retrieves the unit of measure for the commodity, based on the line number displayed. |
| Quantity | The system retrieves the quantity ordered for the commodity, based on the line number displayed. |
| Unit Cost | The system retrieves the unit cost for the commodity, based on the line number displayed. |
| % Dct | The system retrieves the discount for the commodity, based on the line number displayed. |
| Taxes | The system retrieves local and state tax indicators and tax rate codes, based on the line number displayed. (Not used in Michigan) |
| Total | The system retrieves the total amount of the line, based on the line number displayed. |
| Commodity ID | The system retrieves the commodity ID on the requisition line, based on the line number displayed. |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID displayed. |
| CS138 ID | The system retrieves the CS138 ID, based on the line number displayed. |

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Transaction Processing

price schedule information for the selected commodity line.

- F5—Next** The next blanket purchase order summary is displayed, based on the blanket purchase order ID and schedule displayed on the screen. If there are no more records, a message is displayed and processing resumes at the first record.
- F6—Return** The system returns the selected commodity detail line to the release document. This function key is only available when this screen is accessed from a release document.
- F7—Next Schd** The next price schedule is displayed, based on the contract ID and schedule displayed on the screen. If there are no more schedules, a message is displayed and processing resumes at the first record. This function key is only available for multiple schedule blanket purchase orders.
- F8—Next Pg** The next page of line items for the displayed price schedule is retrieved and displayed, based on the last line item displayed. If the last line item is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F11—Vw Schd** The system transfers to the Blanket Purchase Order Price Schedule Summary screen (PCHL2352) for the line selected. This screen gives detailed price schedule information for the selected blanket purchase order line item.
- F12—Vw Specs** The system transfers to the Blanket Purchase Order Detail screen (PCHL2348) for the line selected. This screen gives detailed commodity and specification information for the selected blanket purchase order line item.
- ENTER—Inquire** The system retrieves the record, based on the document ID and price schedule entered. If the document ID and price schedule currently displayed does not exist, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|------------------------------------|--|
| BPO ID | Enter up to a 12-character blanket purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| BPO Title (no field label) | The system retrieves up to a 50-character blanket purchase order title, and places it to the right of the BPO ID field, if entered on the Blanket Purchase Order Writing screen (PCHL2342). |
| Schedule | Enter up to a four-character schedule ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When the screen is accessed from an associated screen with a specific document record displayed, the schedule ID is retrieved. (Required) |
| Schedule Title (no field label) | The system retrieves up to a 40-character price schedule title, and places it to the right of the schedule field, if entered on Miscellaneous Table SC (PCHL5750). |
| Selection Indicator | Enter an 'S' in this field to select a line. Depending on the function key selected, the system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349), the Blanket Purchase Order Price Schedule Summary screen (PCHL2352), the Blanket Purchase Order Detail screen (PCHL2348), or the release document, with information for the selected commodity line. (Optional) |
| Line | The system retrieves the commodity line number(s) from the Blanket Purchase Order Schedule Detail (PCHL2349), based on the displayed blanket purchase order ID and schedule ID combination entered. For inquiry purposes a line number can be entered and inquired against. The system will retrieve all line numbers from that point forward, eliminating prior line numbers. |
| Commodity ID | The system retrieves up to an 11-character commodity ID, from the Blanket Purchase Order Schedule Detail (PCHL2349), based on the displayed blanket purchase order ID and Schedule ID combination. |
| U/M | The system retrieves the unit of measure established for this commodity from the Blanket Purchase Order Schedule Detail (PCHL2349). |

| | |
|----------------|---|
| Unit Cost | The system retrieves the cost per unit to be paid for the commodity from the Blanket Purchase Order Schedule Detail (PCHL2349). |
| Minimum Qty | The system retrieves the least amount of the commodity that can be released at one time from the Blanket Purchase Order Schedule Detail (PCHL2349). |
| Product No | The system retrieves the up to a 17-character unique product number associated with the brand name, based on the Blanket Purchase Order Schedule Detail (PCHL2349). |
| Commodity Name | The system retrieves the commodity name, up to 40-characters, based on the commodity ID displayed. |
| Brand Name | The system retrieves up to a 24-character brand name associated with the product number displayed. |
| CS138 ID | The system retrieves the CS138 ID, based on the BPO and line number displayed. |

5.2352 BLANKET PURCHASE ORDER PRICE SCHEDULE SUMMARY

| | | | | | |
|---|--------------|---|----------|------------|-------------|
| PCHL2352 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/02/1996 | 4:09 PM |
| LINK TO: | | BLANKET PURCHASE ORDER PRICE SCHEDULE SUMMARY | | | |
| BPO ID : MTDB6000051 | | LINE NO : 001 | | | |
| COMMODITY : 052-64 | | PHOTOGRAPHS | | | |
| S | SCHD TITLE | MAX QTY | QTY RLSD | UNIT COST | MINIMUM QTY |
| ARE1 | AREA 1 - EAS | 1,200.00 | | 47.5000 | 12.00 |
| ARE2 | AREA 2 - WES | 1,200.00 | 12.00 | 47.5000 | 12.00 |
| ARE3 | AREA 3 - NOR | 1,200.00 | | 47.5000 | 12.00 |
| ARE4 | AREA 4 - UPP | 1,200.00 | 24.00 | 47.5000 | 12.00 |
| F1-HELP F2-SELECT F3-DELETE F4-VW DETL F5-NEXT F8-NEXT PG F9-LINK F10-SAVE | | | | | |

Screen Description

This screen is accessed from the Blanket Purchase Order Schedule Detail screen (PCHL2349) when F7 is selected. It is also accessed from the Blanket Purchase Order Commodity Summary screen (PCHL2350) when F11 is selected. This transaction processing screen displays all of the price schedules for a blanket purchase order, by commodity line. Price schedule detail can be entered and/or modified using this screen. From this screen the user can select a price schedule and view the Blanket Purchase Order Schedule Detail screen (PCHL2349).

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers control to the Help Inquiry screen (PCHL9000). This screen displays help information about the last screen the user accessed.

| | |
|---------------------------|---|
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |
| F3—Delete | The system deletes the selected blanket purchase order price schedule from the displayed blanket purchase order record. |
| F4—Vw Detl | The system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349) for the line selected. This screen gives commodity detail and price schedule information for the selected commodity line. |
| F5—Next | The next blanket purchase order commodity detail line is retrieved for the blanket purchase order ID displayed on the screen. If there are no more detail lines, a message is displayed and processing begins with the first document record. |
| F8—Next Pg | The next page of price schedules is retrieved and displayed, based on the document ID and line number displayed. If the last price schedule is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F10—Save | The system saves the Blanket Purchase Order Price Schedule Summary record, based on the blanket purchase order ID and line number. If the record already exists, it is replaced. |
| ENTER— Inquire | The system retrieves the record, based on the document ID and line number entered. If the document ID and line number currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|---------------------|---|
| BPO ID | Enter up to a 12-character blanket purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Line No | Enter up to a three-character line number to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the line number is retrieved. (Required) |
| Commodity | The system retrieves up to an 11-character commodity ID, based on the displayed blanket purchase order ID and line number combination. |
| Commodity Name | The system retrieves the commodity name, up to 40 characters, and places it to the right of the commodity ID. |
| Selection Indicator | Enter an 'S' in this field to select a line. Depending on the function key selected, the system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349), the Blanket Purchase Order Price Schedule Summary screen (PCHL2352), the Blanket Purchase Order Detail screen (PCHL2348), or the release document, with information for the selected commodity. (Optional) |
| Schd | The system retrieves the four-character schedule ID associated with the blanket purchase order ID and line number displayed. Price schedules can be added to the record by entering a valid four-character schedule ID and saving the record. (Required if adding a new schedule) |
| Title | The system retrieves up to a 12-character price schedule title associated with the schedule displayed, if entered on Miscellaneous Table SC (PCHL5750). |
| Max Qty | The system retrieves the maximum amount of the commodity that can be released from the Blanket Purchase Order Schedule Detail screen (PCHL2349). The maximum quantity can be modified by entering a new maximum quantity and saving the record. (Optional) |

| | |
|-------------|---|
| Qty Rlsd | The system retrieves the total quantity of the commodity that has been released for the blanket purchase order ID displayed. |
| Unit Cost | The system retrieves the cost per unit to be paid for the commodity. The unit cost can be modified by entering a new unit cost and saving the record. (Optional) |
| Minimum Qty | The system retrieves the minimum quantity of the commodity that can be released at one time, from the Blanket Purchase Order Schedule Detail screen (PCHL2349). The minimum quantity can be modified by entering a new minimum quantity and saving the record. (Optional) |

5.2400 PURCHASE ORDER INQUIRY MENU

| | | |
|---|--|---------------------|
| PCHL2400 V4.1 LINK TO: | ADVANCED PURCHASING/INVENTORY PURCHASE ORDER INQUIRY MENU | 08/15/1994 12:00 PM |
| COPYRIGHT 1993 KPMG PEAT MARWICK | | |
| USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION: | | |
| (1) - PURCHASE ORDERS/CONTRACTS BY VENDOR | | |
| (2) - PURCHASE ORDER/CONTRACTS BY COMMODITY | | |
| (3) - RECEIPTS BY PURCHASE ORDER/CONTRACT | | |
| (4) - PURCHASE ORDER DOCUMENT INQUIRY | | |
| (5) - BLANKET PURCHASE ORDERS BY COMMODITY | | |
| (6) - COMMODITY UTILIZATION | | |
| (7) - COMMODITY UTILIZATION BY DEPARTMENT | | |
| (8) - PURCHASE ORDER BY DATE RECEIVED | | |
| (10) - PURCHASE ORDER BY DEPARTMENT | | |
| (11) - PURCHASE ORDER BY EXPEDITOR TRACKING | | |
| (12) - PURCHASE ORDERS/CONTRACTS BY COMMODITY | | |
| (CL) - EXIT | | |

Screen Description

This menu is accessed from the Procurement Transaction menu (PCHL2000) when F6 is selected. This inquiry menu displays all the selections the user is authorized to access by checking the user's Security Record. This menu allows access to the following 11 selections:

- Purchase Orders/Contracts by Vendor
- Purchase Orders/Contracts by Commodity
- Receipts by Purchase Order/Contract
- Purchase Order Document Inquiry
- Blanket Purchase Orders by Commodity
- Commodity Utilization
- Commodity Utilization by Department
- Purchase Order by Date Received
- Purchase Order by Department
- Purchase Order by Expeditor Tracking (Not used in Michiganat this time)
- Purchase Orders/Contracts by Commodity

Available Function Keys

| Function Key | Action |
|--|--|
| F1—Purchase Orders/Contracts by Vendor | The system transfers to the Purchase Orders/Contract by Vendor screen (PCHL2440). This screen displays purchase orders for a selected vendor. |
| F2—Purchase Orders/Contracts by Commodity | The system transfers to the Purchase Order/Contracts by Commodity screen (PCHL2450). This screen displays purchase orders for a selected commodity |
| F3—Receipts by Purchase Order/Contract | The system transfers to the Receipts by Purchase Order/ Contract screen (PCHL3200). This screen displays receiving reports for a given purchase order/contract. |
| F4—Purchase Order Document Inquiry | The system transfers to the Purchase Order Document Inquiry screen (PCHL2150). This screen displays an inquiry of the purchase order document as it will appear when printed. |
| F5—Blanket Purchase Orders by Commodity | The System transfers to the Blanket Purchase Orders by Commodity screen (PCHL2460). This screen displays blanket purchase orders for a given commodity. |
| F6—Commodity Utilization | The system transfers to the Commodity Utilization screen (PCHL5110). This screen displays Statewide commodity utilization by month, for a given commodity. This includes quantity and dollar amount ordered, and quantity and dollar amount received. |
| F7—Commodity Utilization by Department | The system transfers to the Commodity Utilization by Department screen (PCHL 5115). This screen displays commodity utilization information by month for a given department and commodity. This includes quantity and dollar amount ordered, and quantity and dollar amount received. |
| F8—Purchase Order by Date Received | The system transfers to the Purchase Order by Date Received screen (PCHL2495). The screen allows the user to view the purchase orders for a given department by the date they were received. |
| F10—Purchase Order by Department | The system transfers to the Purchase Order by Department screen (PCHL2455). This screen displays purchase orders/contracts for a given department and having an expiration date between the specified date range. |

| | |
|---|---|
| F11—Purchase Order by Expeditor Tracking | The system transfers to the Purchase Order Expeditor Tracking screen (PCHL2480). This screen allows users to track the status of purchase order documents after they are posted. (Not used in Michigan at this time) |
| F12—Purchase Orders/Contracts by Commodity | The system transfers to the Purchase Orders/Contracts by Commodity screen (PCHL 2490). This screen displays purchase order/contracts containing a given commodity and having an expiration date between the specified date range. |
| CL—Exit | The system transfers to the previously viewed screen. |

5.2401 REQUISITION INQUIRY MENU

| | | |
|---|---|-------------------|
| PCHL2401 V4.1 | ADVANCED PURCHASING/INVENTORY | 06/04/96 12:00 PM |
| COPYRIGHT 1993 KPMG PEAT MARWICK | | |
| USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION: | | |
| (1) | - REQUISITIONS BY DEPARTMENT | |
| (2) | - REQUISITIONS BY COMMODITY | |
| (3) | - REQUISITION DETAIL INQUIRY | |
| (4) | - REQUISITION DOCUMENT INQUIRY | |
| (5) | - BUYER WORKLOAD | |
| (6) | - REQUISITION ADDRESS TABLE MAINTENANCE | |
| (7) | - BUYER WORKLOAD SUMMARY | |
| | | |
| (CL) | - EXIT | |

Screen Description

This menu is accessed from the Procurement Transactions menu (PCHL2000) when F7 is selected. This inquiry menu displays all the selections the user is authorized to access by checking the user's Security Record. This menu allows access to the following seven selections:

- Requisitions by Department
- Requisitions by Commodity
- Requisition Detail Inquiry
- Requisition Document Inquiry
- Buyer Workload
- Requisition Address Table Maintenance
- Buyer Workload Summary

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|-----------------------------------|---|
| F1— | The system transfers to the Requisitions by Department screen (PCHL2410). |
| Requisitions by Department | This screen displays requisitions and job tickets for a given department. |

| | |
|---|---|
| F2— Requisitions by Commodity | The system transfers to the Requisitions by Commodity screen (PCHL2420). This screen displays requisitions and job tickets for a given commodity. |
| F3—Requisition Detail Inquiry | The system transfers to the Requisition Detail Inquiry screen (PCHL2430). This screen displays commodity information for a given requisition or job ticket. |
| F4—Requisition Document Inquiry | The system transfers to the Requisition Document Inquiry screen (PCHL2140). This screen displays an inquiry of the requisition document as it will appear when printed. |
| F5—Buyer Workload | The system transfers to the Buyer Workload screen (PCHL2470). This screen displays requisitions and direct purchase orders for a given buyer and status code. |
| F6—Requisition Address Table Maintenance | The system transfers to the Requisition Address Table Maintenance screen (PCHL2121). This screen allows the user to indicate multiple ship to and bill to addresses for each line based on a requisition. |
| F7—Buyer Workload Summary | The system transfers to the Buyer Workload Summary screen (PCHL2475). This screen allows the user to view a summary of a buyer's workload for up to ten document statuses at one time. |
| CL—Exit | The system transfers to the previously viewed screen. |

ADPICS

Terminal Users Guide

Inquiry

5.2405 RETAINAGE SUMMARY

| | | |
|----------------------|-------------------------------|---------------------|
| PCHL2405 V4.1 | ADVANCED PURCHASING/INVENTORY | 09/15/1997 12:00 PM |
| LINK TO: . | RETAINAGE SUMMARY | |
| | | |
| PURCHASE ORDER ID | : | 472P7000067 |
| ENCUMBRANCE AMOUNT | : | 657,250.50 |
| RETAINAGE AMOUNT | : | 10,000.00 |
| RELEASED AMOUNT | : | 1,000.00 |
| REMAIN RETAINAGE AMT | : | 9,000.00 |
| | | |
| F1-HELP | F9-LINK | F5-NEXT |

Screen Description

This screen is accessed from the Secondary Purchase Order Maintenance menu (PCHL2402) when F4 is selected. This inquiry screen allows the user to view retainage information related to a purchase order.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |

ADPICS

Terminal Users Guide

Inquiry

| | |
|---------------------------|---|
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the document activity based on the document ID displayed on the screen. If the document ID currently displayed does not exist, or no document lines are found, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------------|---|
| Purchase Order ID | Enter up to a 12-character purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Encumbrance Amount | The system retrieves the total dollar amount of the purchase order, based on the purchase order ID entered. |
| Retainage Amount | The system retrieves the total dollar amount of the original retainage, based on the purchase order ID entered. |
| Released Amount | The system retrieves the total dollar amount that has been released from the original retainage, based on the purchase order ID entered. |
| Remain Retainage Amt | The system calculates and retrieves the remaining retainage dollar amount, which is the difference between the retainage amount and the released amount, based on the purchase order ID entered. |

ADPICS

Terminal Users Guide

Inquiry

5.2410 REQUISITIONS BY DEPARTMENT

| | | | | | |
|-----------------------|----------|--------------------------------|--------|---------------------|--------------------------|
| PCHL2410 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/15/1994 12:00 PM | |
| LINK TO: | | REQUISITIONS BY DEPARTMENT | | PAGE 01 OF 03 | |
| DEPARTMENT: 12345678 | | FINANCE | | | |
| FROM DATE: 07/19/1993 | | TO DATE: 08/18/1993 | | | |
| REQ ID | LINE | COMMODITY NAME | | | |
| | DATE | BUYER | STATUS | COMMODITY ID | QTY ORDER PO/ITB ID TYPE |
| JT00001 | 001 | ABRASIVES | | | |
| | 08/06/93 | AJH | POST | | 12.00 IS00001 |
| JT00002 | 001 | ABRASIVES, SILICA SAND | | | |
| | 08/06/93 | AJH | POST | | 12.00 IS00002 |
| JT00003 | 001 | ABRASIVES, SANDBLASTING, METAL | | | |
| | 08/06/93 | AJH | NOPT | | 12.00 |
| RQ00033 | 001 | | | | |
| | 08/04/93 | AJH | POC | 400-40 | 1.00 POC0000021 PO |
| RQ00034 | 001 | | | | |
| | 08/04/93 | AJH | POC | 400-40 | 1.00 POC0000021 PO |
| RQ00035 | 001 | | | | |
| | 08/04/93 | AJH | POC | 400-40 | 1,000.00 POC0000020 PO |
| F1-HELP | | F5-NEXT | | | |
| F7-PRIOR PG | | F8-NEXT PG | | F9-LINK | |

Screen Description

This screen is accessed from the Requisition Inquiry menu (PCHL2401) when F1 is selected. This inquiry screen displays all requisition lines and direct purchase order lines initiated by a given department and created within the specified date range.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The user department is retrieved from the user's Security Record. The Requisition file is searched and all requisition lines and direct purchase order lines initiated by a given department in the specified date range are listed. If no detail lines are found, a message is displayed and processing stops.

Available Function Keys

Function Key Action

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F5—Next The system retrieves the next department record, based on the department displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first department record.

ADPICS

Terminal Users Guide

Inquiry

| | |
|---------------------------|--|
| F7—Prior Pg | The previous page of requisitions is retrieved and displayed, based on the department ID, date range and first requisition displayed. If the first requisition is already displayed, an error message is shown. |
| F8—Next Pg | The next page of requisitions is retrieved and displayed, based on the department ID, date range and last requisition displayed. If the last requisition is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the requisitions, based on the department ID and date range entered. If the department ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------|---|
| Department | Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user’s Security Record. (Required) |
| Department Name | The system retrieves up to a 40-character department name from the Department Table (PCHL5970), based on the department ID entered. |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the requisition was created. (Optional) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the requisition was created. (Optional) |
| Req ID | The system retrieves the requisition ID of all documents created for the entered department, and created within the date range entered. |

ADPICS

Terminal Users Guide

Inquiry

| | |
|----------------|--|
| Line | The system retrieves the line number, based on the requisition ID displayed. |
| Commodity Name | The system retrieves the commodity name, based on the line number displayed. |
| Date | The system retrieves the create date, based on the requisition ID displayed. |
| Buyer | The system retrieves the buyer, based on the line number displayed. |
| Status | The system retrieves the requisition line status, based on the line number displayed. |
| | Line Status: |
| | NOPT — Non posted lines |
| | POST — Posted lines that have had no additional processing |
| | POC — Lines that appear on purchase order contracts |
| | ITB — Lines that have been brought to an invitation to bid but have not yet been awarded to a purchase order |
| | BID — Lines that have been brought to bid but have not yet been awarded to a purchase order |
| | CNCL — Lines that have been canceled as the result of a purchase order cancel |
| | CLOS — Lines that have been partially vouchered and the remaining quantity canceled as the result of a purchase order cancel |
| Commodity ID | The system retrieves the commodity ID, based on the line number displayed. |
| Qty Order | The system retrieves the quantity, based on the commodity ID displayed. |
| PO/ITB ID | The system retrieves the purchase order/invitation to bid ID, based on the status displayed. |
| Type | The system retrieves the document type, based on the PO/ITB ID displayed. |

ADPICS

Terminal Users Guide

Inquiry

5.2420 REQUISITIONS BY COMMODITY

| | | | | | | | | | |
|--------------------------------|---------|-------------------------------|-------|---------------------|------------|----------|-------|------------|------|
| PCHL2420 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/15/1994 | | 12:00 PM | | | |
| LINK TO: | | REQUISITIONS BY COMMODITY | | PAGE | | 01 OF 01 | | | |
| COMMODITY: 400-40-40-4000 | | | | HAMMER | | | | | |
| FROM DATE: 07/19/1993 | | | | TO DATE: 08/18/1993 | | | | | |
| REQ | LINE NO | DATE | BUYER | STATUS | DEPARTMENT | QTY | ORDER | PO/ITB ID | TYPE |
| RQ00033 | 001 | 08/04/93 | AJH | POC | 12345678 | | 1.00 | POC0000021 | PO |
| RQ00034 | 001 | 08/04/93 | AJH | POC | 12345678 | | 1.00 | POC0000021 | PO |
| RQ00036 | 001 | 08/05/93 | AJH | NOPT | 12345678 | | 1.00 | | |
| RQ00039 | 001 | 08/05/93 | AJH | POST | 12345678 | | 1.00 | | |
| RQ00040 | 001 | 08/05/93 | AJH | POC | 12345678 | | 1.00 | PO000001 | PO |
| RQ00041 | 001 | 08/05/93 | AJH | POC | 12345678 | | 1.00 | PO000002 | PO |
| RQ00047 | 001 | 08/09/93 | AJH | POST | 12345678 | | 1.00 | | |
| RQ00048 | 001 | 08/09/93 | AJH | POST | 12345678 | | 1.00 | | |
| RQ00049 | 001 | 08/09/93 | AJH | POST | 12345678 | | 1.00 | | |
| F1-HELP | | | | F5-NEXT | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | | | | |

Screen Description

This screen is accessed from the Requisition Inquiry menu (PCHL2401) when F2 is selected. This inquiry screen displays all requisition lines the commodity is placed on. The requisitions displayed must have been created within the specified date range.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields. The remaining fields are initialized to spaces.

Available Function Keys

| Function Key | Action |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F5—Next | The system retrieves the next commodity record, based on the commodity ID and date range displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity record. |

ADPICS

Terminal Users Guide

Inquiry

| | |
|---------------------------|--|
| F7—Prior Pg | The previous page of requisitions is retrieved and displayed, based on the department ID, date range, and first requisition line displayed. If the first requisition line is already displayed, an error message is shown. |
| F8—Next Pg | The next page of requisitions is retrieved and displayed, based on the department ID, date range, and last requisition line displayed. If the last requisition line is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the requisitions, based on the commodity ID and date range entered. If the commodity ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|--|
| Commodity | Enter up to a 11-character commodity ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. (Required) |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID entered. |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the requisition was created. (Optional) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the requisition was created. (Optional) |
| Req | The system retrieves the requisition ID, based on the commodity ID entered. |

ADPICS

Terminal Users Guide

Inquiry

| | |
|---------|--|
| Line No | The system retrieves the line number, based on the requisition ID displayed. |
| Date | The system retrieves the create date of the requisition. |
| Buyer | The system retrieves the buyer, based on the requisition line displayed. |
| Status | The system retrieves the requisition line status. |

Line Status:

| | | |
|------|---|--|
| NOPT | — | Non posted lines |
| POST | — | Posted lines that have had no additional processing |
| POC | — | Lines that appear on purchase order contracts |
| ITB | — | Lines that have been brought to an invitation to bid but have not yet been awarded to a purchase order |
| BID | — | Lines that have been brought to bid but have not yet been awarded to a purchase order |
| CNCL | — | Lines that have been canceled as the result of a purchase order cancel |
| APPR | — | Non-posted lines that have been sent to the approval process |
| RLSE | — | Releases against a blanket purchase order |
| CLOS | — | Lines that have been partially vouchered and the remaining quantity canceled as the result of a purchase order cancel. |

| | |
|------------|--|
| Department | The system retrieves the department, based on the requisition ID displayed. |
| Qty Order | The system retrieves the quantity ordered, based on the line number displayed. |
| PO/ITB ID | The system retrieves the purchase order/invitation to bid ID, based on the status displayed. |
| Type | The system retrieves the document type, based on the PO/ITB ID displayed. |

document ID and last requisition line displayed. If the last requisition line is already displayed, an error message is shown.

F9—Link

The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

**ENTER—
Inquire**

The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit

The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|----------------|--|
| Requisition ID | Enter up to a 12-character requisition ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Date | The system retrieves the create date of the requisition, based on the requisition ID entered. |
| Department | The system retrieves the department, based on the requisition ID entered. |
| Line | The system retrieves the line number, based on the requisition ID entered. |
| PO/IT Bid ID | The system retrieves the purchase order/invitation to bid ID, based on the line number displayed. |
| CS138 ID | The system retrieves the CS138 ID, based on the line number displayed. |
| Commodity ID | The system retrieves the commodity ID, based on the line number displayed. |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID displayed. |
| Qty Order | The system retrieves the quantity order, based on the commodity ID displayed. |

Status The system retrieves the requisition line status, based on line number displayed.

Line Status:

NOPT — Non posted lines
POST — Posted lines that have had no additional processing
POC — Lines that appear on unposted purchase order contracts
POCP — Lines that have been brought to a purchase order
ITB — Lines that have been brought to an invitation to bid but have not yet been awarded to a purchase order
BID — Lines that have been brought to bid but have not yet been awarded to a purchase order
CNCL — Lines that have been canceled as the result of a requisition or purchase order cancel
APPR — Non-posted lines that have been sent to the approval process

CLOS — Lines that have been partially vouchered and the remaining quantity canceled as the result of a purchase order cancel

Type The system retrieves the document type, based on the status displayed.

5.2440 PURCHASE ORDERS/CONTRACTS BY VENDOR

| | | | | | | | |
|--------------------------|--|-------------------------------------|--|------------|--|----------|--|
| PCHL2440 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/15/1994 | | 12:00 PM | |
| LINK TO: | | PURCHASE ORDERS/CONTRACTS BY VENDOR | | PAGE | | 01 OF 01 | |
| VENDOR : 000001 | | TEST VENDOR | | | | | |
| TELEPHONE : 202 467 3500 | | EXT. | | | | | |
| FROM DATE : 07/19/1993 | | TO DATE: 08/18/1993 | | | | | |

| S | PO/ CONTRACT | TYPE | DATE ISSUED | DATE EXPIRED | STATUS | REMAINING BALANCE |
|---|-----------------|------|----------------|-----------------|--------|----------------------|
| | PO00001 | PO | 08/05/93 | | POST | 5.00 |
| | PO00002 | PO | 08/05/93 | | NOPT | 5.00 |
| | PO00003 | PO | 08/06/93 | | POST | 500.00 |
| | PO00004 | PO | 08/06/93 | | POST | 560.00 |
| | PO00005 | DP | 08/17/93 | 12/31/93 | NOPT | 1.00 |
| | POC0000018 | DP | 08/04/93 | 12/31/93 | POST | 1.00 |
| | POC0000019 | DP | 08/04/93 | 12/31/93 | POST | 1.00 |
| | POC0000020 | PO | 08/04/93 | | POST | 1,000.00 |
| | POC0000021 | PO | 08/04/93 | | POST | 200.00 |

| | | | |
|-------------|------------|---------|------------|
| F1-HELP | F2-SELECT | F5-NEXT | F6-SEL VEN |
| F7-PRIOR PG | F8-NEXT PG | F9-LINK | |

Screen Description

This screen is accessed from the Purchase Order Inquiry menu (PCHL2400) when F1 is selected. This inquiry screen displays purchase orders/contracts awarded to a given vendor within the specified date range.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select The system transfers to the Purchase Order/Contract Details screen (PCHL2346), or the Blanket Purchase Order Commodity Summary screen (PCHL2350) for the record marked with an 'S' in the selection indicator column. These screens allow the user to view commodity detail information for the selected document.

| | |
|---------------------------|--|
| F5—Next | The system retrieves the next vendor record, based on the vendor ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops. |
| F6—Sel Ven | The system transfers to the Vendor Name Inquiry screen (PCHL1200). This screen allows the user to select a vendor. |
| F7—Prior Pg | The previous page of purchase orders is retrieved and displayed, based on the vendor ID and first purchase order displayed. If the first purchase order is already displayed, an error message is shown. |
| F8—Next Pg | The next page of purchase orders is retrieved and displayed, based on the vendor ID and last purchase order displayed. If the last purchase order is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the purchase orders/contracts, based on the vendor ID and date range entered. If the vendor ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|--------------|---|
| Vendor | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. (Required) |
| Vendor Name | The system retrieves the vendor name, based on the vendor ID entered. |
| Telephone No | The system retrieves the telephone number, based on the vendor ID entered. |

| | |
|-------------------|--|
| Ext | The system retrieves the telephone number extension, based on the vendor ID entered. |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the purchase order was created. (Optional) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the purchase order was created. (Optional) |
| Select Indicator | Enter an 'S' in this field to select a document. Depending on the document selected and the function key selected, the system transfers to the Blanket Purchase Order Commodity Summary screen (PCHL2350), the Purchase Order/Contracts Detail screen (PCHL2346), or the Vendor Name Inquiry screen (PCHL1200). (Optional) |
| PO/Contract | The system retrieves the purchase order/contract ID, based on the vendor ID and date range entered. |
| Type | The system retrieves the purchase order type, based on the PO/Contract ID displayed. |
| Date Issued | The system retrieves the create date of the document. |
| Date Expired | The system retrieves the expiration date of the document. |
| Status | The system retrieves the status of the purchase order/contract. |
| Remaining Balance | The system retrieves the remaining balance of the purchase order/contract. |

5.2450 PURCHASE ORDERS/CONTRACTS BY COMMODITY

| | | | | | | | |
|--------------------------------|----------------------|--|------------------------|---------------------------|--------|----------|----------------------|
| PCHL2450 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 07/02/1999 8:43 AM | | | |
| LINK TO: | | PURCHASE ORDERS/CONTRACTS BY COMMODITY | | PAGE 01 OF 01 | | | |
| COMMODITY: 405-09-40-3637 | | | | DIESEL, PREMIUM, TANKWAGO | | | |
| FROM DATE: 06/02/1998 | | | | TO DATE: 07/02/1999 | | | |
| ----- | | | | | | | |
| S | PO/ CONTRACT TYPE | S | RECEIVING REPORT ID | EXPIRATION DATE | STATUS | AMOUNT | REMAINING BALANCE |
| | 431N8008605 | BP | 431G8003124 | | CLOS | 170.10 | |
| | 431N8009677 | BP | 431G8003494 | | CLOS | 2,406.73 | |
| | 431N8011251 | BP | 431G8004049 | | CLOS | 1,512.26 | |
| | 591N8006621 | BP | 591G8003082 | 03/31/99 | CLOS | 3,736.53 | |
| | 591N8007550 | BP | 591G8003282 | 03/31/99 | CLOS | 4,103.57 | |
| | 591N9000580 | BP | | 03/31/99 | POST | | 52,900.00 |
| | 591N9001152 | BP | 591G9000350 | | CLOS | 470.81 | |
| | 591N9001194 | BP | 591G9000423 | | CLOS | 3,893.98 | |
| | 591N9001489 | BP | 591G9000517 | | POST | 3,860.01 | 3,860.01 |
| F1-HELP F2-SELECT F5-NEXT | | | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | | |

Screen Description

This screen is accessed from the Purchase Order Inquiry menu (PCHL2400) when F2 is selected. This inquiry screen displays purchase order/contracts containing a specific commodity.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Purchase Order/Contract Details screen (PCHL2346), the Blanket Purchase Order Detail screen (PCHL2348), or the Receiving Report Detail Inquiry screen (PCHL3300) for the record marked with an 'S' in the selection indicator column. These screens allow the user |

to view document detail information.

| | |
|---------------------------|---|
| F5—Next | The system retrieves the next commodity record, based on the commodity ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity record. |
| F7—Prior Pg | The previous page of purchase order/contracts is retrieved and displayed, based on the commodity ID and first document ID displayed. If the first document ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of purchase order/contracts is retrieved and displayed, based on the commodity ID and last document ID displayed. If the last document ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the commodity ID entered. If the commodity ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------|---|
| Commodity | Enter up to an 11-character commodity ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. (Required) |
| From Date | The system defaults the From Date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the purchase order was created. (Optional) |

| | |
|---------------------|---|
| To Date | The system defaults the To Date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the purchase order was created. (Optional) |
| Select Indicator | Enter an 'S' in this field to select a PO/Contract. The system transfers to the Purchase Order/Contract Details screen (PCHL2346) for purchase orders and direct purchase orders. This screen displays detail information for the selected document. (Optional) |
| PO/Contract | The system retrieves the document ID for purchase orders and direct purchase orders, based on the commodity ID entered. |
| Type | The system retrieves the document type, based on the PO/contract ID displayed. |
| Selection Indicator | Enter an 'S' in this field to select a receiving report. The system transfers to the Receiving Report Detail Inquiry screen (PCHL3300). This screen displays detail information for the selected receiving report. (Optional) |
| Receiving Report ID | The system retrieves the receiving report ID, based on the PO/contract ID displayed. |
| Expiration Date | The system retrieves the expiration date of the purchase order document. |
| Status | The system retrieves the status of the purchase order document. Document Status: APPR — In approval path POST — Posted Purchase order PRCT — Post a Receiver PVCH — Partially vouched CLOS — Purchase orders that are final voucher or final received CNCL — Purchase orders that have been canceled NOPT — Purchase orders that have not been posted |
| Amount | The system retrieves the total dollar amount of the purchase order. |
| Remaining Balance | The system retrieves the remaining balance for the purchase order. |

Terminal Users Guide
*Inquiry***5.2455 PURCHASE ORDERS BY DEPARTMENT**

| | | | | | | | |
|--------------------------------|-------------------------------|------------|----------|--------------|--------|-------------|--------|
| PCHL2455 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM | | | | |
| LINK TO: | PURCHASE ORDERS BY DEPARTMENT | | | | | | |
| DEPARTMENT : 1000 | | | | | | | |
| FROM DATE : 10/23/1993 | TO DATE: 11/22/1993 | | | | | | |
| S | PO ID | TYPE | DUE DATE | DATE CREATED | STATUS | ENCUMBRANCE | AMOUNT |
| | P00000155 | DP | 11/19/93 | 11/19/93 | NOPT | | 20.00 |
| F1-HELP F2-SELECT F5-NEXT | | | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | | | |

Screen Description

This screen is accessed from Purchase Order Inquiry menu (PCHL2400) when F10 is selected. This inquiry screen displays purchase orders/contracts containing a given commodity and has an expiration date between the specified date range.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Purchase Order Document Inquiry screen (PCHL2150) for the record marked with an 'S' in the selection indicator column. This screen displays all purchase order lines and any corresponding specifications and/or terms. All accounting information is also displayed. |

Terminal Users Guide Inquiry

| | |
|----------------------|---|
| F5—Next | The system retrieves the next document record, based on the department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first department record. |
| F7—Prior Pg | The previous page of purchase orders is retrieved and displayed, based on the department ID and first purchase order displayed. If the first purchase order is already displayed, an error message is shown. |
| F8—Next Pg | The next page of purchase orders is retrieved and displayed, based on the department ID and last purchase order displayed. If the last purchase order is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER—Inquire | The system retrieves the purchase orders, based on the department ID and date range entered. If the department ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Clear | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------|--|
| Department | Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). The system defaults the department ID, based on the user’s Security Record. (Required) |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the due date of the purchase order. (Optional) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the due date of the purchase order. (Optional) |

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|--------------------|--|
| Select Indicator | Enter an 'S' in this field to select a purchase order document. When F2 is selected, the system transfers to the Purchase Order Document Inquiry screen (PCHL2150). This screen displays all purchase order lines and any corresponding specifications and/or terms. All accounting information is also displayed.(Optional) |
| PO ID | The systems retrieves the purchase order ID, based on the department ID and date range entered. |
| Type | The systems retrieves the purchase order document type, based on the purchase order ID displayed. |
| Due Date | The system retrieves the due date of the purchase order. |
| Date Created | The system retrieves the date the purchase order was created. |
| Status | The system retrieves the status of the purchase order. |
| Encumbrance Amount | The system retrieves the encumbrance amount of the purchase order. |

| | |
|---------------------------|--|
| F5—Next | The system retrieves blanket purchase orders for the next commodity, based on the commodity currently displayed on the screen. If the last blanket purchase order is already displayed, an end-of-file message is shown and processing begins with first commodity. |
| F7—Prior Pg | The previous page of blanket purchase orders for the commodity is retrieved and displayed, based on the commodity ID and last blanket purchase order displayed. If the first blanket purchase order is already displayed, an error message is shown and processing stops. |
| F8—Next Pg | The next page of blanket purchase orders for the commodity is retrieved and displayed, based on the commodity ID and last blanket purchase order displayed. If the last blanket purchase order is already displayed, an error message is shown and processing stops. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves blanket purchase orders containing the given commodity and having the create date and expiration date within the specified date range. The system also retrieves the commodity name from the Commodity Table (PCHL5100). If the commodity ID currently displayed does not exist, a message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|--|
| Commodity | Enter up to an 11-character commodity ID. This ID must exist in the Commodity Table (PCHL5100). (Required) |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID entered. |

| | |
|-------------------|---|
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is the date that the blanket purchase order was created, based on the create date of the blanket purchase order. (Optional) |
| Expiration Date | The system defaults the expiration date to the current date. Enter up to an eight-digit expiration date to inquire for a different period of time. This portion of the date range is the date that the blanket purchase order will expire, based on the expiration date entered on the blanket purchase order. (Optional) |
| Select Indicator | Enter an 'S' in this field to select a document. When F2 is selected, the system will transfer to the Blanket Purchase Order Writing screen (PCHL2342). This screen displays the blanket purchase order document. (Optional) |
| Contract | The system retrieves the blanket purchase order IDs for all blanket purchase orders that were created and expire within the search range. |
| Type | The system retrieves the blanket purchase order's document type. |
| Vendor | The system retrieves the blanket purchase order's vendor name. |
| Expiration Date | The system retrieves the expiration date of the blanket purchase order. |
| Status | The system retrieves the blanket purchase order's current status. |
| Amount | The system retrieves the blanket purchase order's total amount. |
| Remaining Balance | The system retrieves the blanket purchase order's remaining balance. |

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Terminal Users Guide

Inquiry

5.2470 BUYER WORKLOAD

| | | | | | |
|--------------------------------|-------------------------------|---------------------|----------|-----------|-----------|
| PCHL2470 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM | | |
| LINK TO: | BUYER WORKLOAD | PAGE | 01 OF 01 | | |
| DEPT : 027 | | | | | |
| BUYER ID: AJH AVELINO HALAGAO | | | | | |
| STATUS : BID | | | | | |
| ----- | | | | | |
| S | REQ ID | COMMODITY | DATE | QTY ORDER | PO/ITB ID |
| | LINE NO | | | | |
| | JT00001 | | | | |
| | 001 | INVENTORY TEST COMM | 08/06/93 | 12.00 | IS00001 |
| | JT00002 | | | | |
| | 001 | INVENTORY TEST COMM | 08/06/93 | 12.00 | IS00002 |
| F1-HELP F2-SELECT F5-NEXT | | | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | | |

Screen Description

This screen is accessed from the Procurement Inquiries menu (PCHL2401) when F5 is selected. This inquiry screen displays requisitions for the selected department, buyer, and document status.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Requisition Detail Entry screen (PCHL2110) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view requisition detail information. |
| F5—Next | The system retrieves the next document record, based on the buyer ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first buyer record. |

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| | |
|---------------------------|---|
| F7—Prior Pg | The previous page of documents is retrieved and displayed, based on the department ID, buyer ID, document status, and first document displayed. If the first document is already displayed, an error message is shown. |
| F8—Next Pg | The next page of documents is retrieved and displayed, based on the department ID, buyer ID, document status, and last document displayed. If the last document is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the buyer ID entered. If the buyer ID currently displayed does not exist, or there are no records with the entered status, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------|---|
| Dept | Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). (Required) |
| Buyer ID | Enter up to a four-character buyer ID. The buyer ID must exist in the Buyer Code Table (PCHL5700). (Required) |
| Buyer Name | The system retrieves the buyer’s name, based on the buyer ID entered. |
| Status | Enter up to a four-character status. The system will display all of the requisitions for the buyer displayed, based on the status entered. (Required) The following may be entered in the status field: NOPT = Not Posted POST = Posted APPR = Approval PERR = Post Error ITB = Invitation to Bid |

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Terminal Users Guide

Inquiry

BID = Bid
POC = Purchase Order/Contract
POCP = Purchase Order/Contract Posted
CINP = Change in Process

| | |
|------------------|--|
| Select Indicator | Enter an 'S' in this field to select a document. When F2 is selected, the system transfers to the Requisition Detail Entry screen (PCHL2110). This screen displays requisition line detail. (Optional) |
| Req ID | The system retrieves the requisition ID, based on the status entered. |
| Line No | The system retrieves the line number, based on the requisition ID displayed. |
| Commodity | The system retrieves the commodity, based on the requisition ID displayed. |
| Date | The system retrieves the create date, based on the requisition ID displayed. |
| Qty Order | The system retrieves the quantity ordered, based on the requisition ID displayed. |
| PO/ITB ID | The system retrieves the purchase order or invitation to bid ID, based on the requisition ID displayed. |

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Inquiry**5.2475 BUYER WORKLOAD SUMMARY**

| | | | | | | | |
|---------------------------|-------------|-------------------------------|-----|-------------|-----------|---------------|-------|
| PCHL2475 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 06/04/1996 | | 8:18 AM | |
| LINK TO: | | BUYER WORKLOAD SUMMARY | | | | | |
| DEPT : 47230R23 | | DEPARTMENT OF CORRECTIONS | | | | | |
| BUYER ID: AKK | | ANNA K. KINGMAN | | | | AGE DEPT : | |
| STATUS : NOPT | | ITB | BID | POC | | | |
| ----- | | | | | | | |
| S | REQ ID | AMOUNT | AGE | ITB ID | PO/BPO ID | STAT | LINES |
| | 472R5000208 | 783.00 | 022 | 472I5000052 | | BID | 9 |
| | 472R5003366 | 570.90 | 007 | 472I5000211 | | BID | 1 |
| | 472R5003375 | 1,410.00 | 007 | 472I5000212 | | BID | 1 |
| | 472R5003400 | 408.15 | 007 | 472I5000213 | | BID | 3 |
| | 472R5003436 | 2,225.50 | 004 | 472I5000215 | | BID | 1 |
| | 472R5013189 | 191.65 | 011 | 472I5000204 | | BID | 3 |
| | 472R5013740 | 486.21 | 001 | 472I5000225 | | BID | 1 |
| | 472R5002379 | 1,122.00 | 006 | | | ITB | 1 |
| | 472R5014138 | 400.00 | 003 | | | ITB | 2 |
| | 472R5014149 | 200.00 | 003 | | | ITB | 1 |
| | 472R5032110 | 3,955.05 | N/A | | | NOPT | 11 |
| | 472R6002489 | 352.80 | N/A | | | NOPT | 2 |
| | 472R6002490 | 352.80 | N/A | | | NOPT | 2 |
| F1-HELP | | F2-SELECT | | F4-VW REQ | | F5-NEXT | |
| | | F8-NEXT PG | | F9-LINK | | F11-VW ITB | |
| | | | | | | F12-VW PO/BPO | |
| G112 - INQUIRY SUCCESSFUL | | | | | | | |

Screen Description

This screen is accessed from the Requisition Inquiry menu (PCHL2401) when F7 is selected. This inquiry screen allows the user to view a summary of a buyer's workload for up to ten document statuses at one time.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F2—Select The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry.

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|----------------------|--|
| F4—Vw REQ | The system transfers to the Requisition Header Entry screen (PCHL2100) for the document selected. This screen allows the user to view the requisition record. |
| F5—Next | The system retrieves the next buyer workload record based on the department ID and buyer ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first buyer workload record. |
| F8—Next Pg | The next page of document IDs are retrieved and displayed, based on the department ID, buyer ID, and status(es) displayed. If the last document ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Vw ITB | The system transfers to the Invitation to Bid Definition screen (PCHL2311) for the document selected. This screen allows the user to view the invitation to bid record. |
| F12—Vw PO/BPO | The system transfers to the Blanket Purchase Order Writing screen (PCHL2342), when the selected document is a blanket purchase order. It transfers to the Purchase Order/Contract Writing screen (PCHL2340) for purchase orders. When an Advice of Change has been created for the PO, it transfers to the Direct Purchase Order Writing screen (PCHL2360), instead. These screens allow the user to view and/or update the document record. |
| ENTER—Inquire | The system retrieves the record, based on the department ID, buyer ID, and status(es) entered. If the department ID, buyer ID, and/or Status(es) currently displayed do not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|---------|--|
| Dept | Enter up to an eight-character department ID. This must exist in the Department Table (PCHL5970). (Required) |

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|---------------------|--|
| Buyer ID | Enter up to a four-character buyer ID. This must exist in the Buyer Code Table (PCHL5700). (Required) |
| Age Dept | Enter up to an eight-character department ID to calculate the aging for a specific department. This must exist in the Department Table (PCHL5970). (Optional) |
| Status | Enter up to 10, up to four-character, status codes for the requisition status(es) to be viewed. Wildcard characters (****) may be entered in the first field to view all requisition statuses. (Required) |
| Selection Indicator | <p>Enter an 'S' in this field to select a document. When F4 is selected, the system transfers to the Requisition Header Entry screen (PCHL2100). When F11 is selected, the system transfers to the Invitation to Bid Definition screen (PCHL2311). When F12 is selected, the system transfers to the Blanket Purchase Order Writing screen (PCHL2342), the Purchase Order/Contract Writing screen (PCHL2340), or the Direct Purchase Order Writing screen (PCHL2360), depending on the type of document selected.</p> <p>The user may make multiple selections on the page being viewed. When F4, F11, or F12 is selected, the system will transfer to the appropriate screen, based on the first selected document. After returning, pressing F4, F11, or F12 will transfer to the appropriate screen, based on the next selection. This can be repeated for each selected document, without re-selecting between each viewing.</p> |
| Req ID | The system retrieves up to a 12-character requisition ID, based on the department, buyer ID, and status(es) displayed. |
| Amount | The system retrieves the total dollar amount of the requisition's line items assigned to the buyer ID displayed. |
| Age | The system displays the number of days the requisition has been in an active status in the age department. The age of documents with the status APPR is calculated from the date of the final approval in the prior approval department to the final approval date in the Age department (current date if it is still in that department). The age of documents with the status POCP is calculated from the date of final approval in the prior department to the post date. The age of documents with the status POST, ITB, BID, or POC is calculated from the date of final approval in the prior department to the current date. Final approval in prior department will be the requisition's post date if it did not go through approval. Documents with the status CINP, NOPT, or CNCL will display 'N/A.' Documents in approval that |

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have not yet moved to the Age department's approval mailbox, and document's with approval paths that do not include the Age department, display 'DNA.'

| | |
|-----------|--|
| ITB ID | The system retrieves up to a 12-character invitation to bid ID, based on the requisition ID displayed. |
| PO/BPO ID | The system retrieves up to a 12-character purchase order ID or blanket purchase order ID, based on the requisition ID displayed. |
| Stat | The system retrieves the progressive status of the requisition line(s). For example: If the requisition is in approval, the status is APPR (approval). If the requisition line(s) have been attached to an ITB, the status is ITB (invitation to bid). At bid entry, the status becomes BID. Once the bid is awarded, the status becomes POC (purchase order contract), and when the purchase order is posted, the status will be POCP (purchase order contract posted). |
| Lines | The system displays the number of requisition lines that are assigned to the buyer ID displayed. |

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5.2490 PURCHASE ORDERS/CONTRACTS BY COMMODITY

| | | | | | |
|--------------------------------|--|--|--|---------------------|--|
| PCHL2490 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/15/1994 12:00 PM | |
| LINK TO: | | PURCHASE ORDERS/CONTRACTS BY COMMODITY | | PAGE 00 OF 00 | |
| COMMODITY ID : 100010-0000-010 | | COMPUTERS | | | |
| FROM DATE : 10/23/1993 | | TO DATE: 11/22/1993 | | POST\EXP E | |

| S | VENDOR | PO/ CONTRACT | TYPE | DATE POSTED | DATE EXPIRED | STATUS | REMAINING BALANCE |
|---|--------|-----------------|------|----------------|-----------------|--------|----------------------|
| | 100000 | BP00031 | BP | 11/10/93 | 11/11/93 | POST | 999,850.00 |
| | 100000 | PO0000058 | DP | | | NOPT | 100.00 |
| | 200000 | BP00022 | BP | | 10/30/93 | NOPT | 100.00 |
| | 200000 | PO0000100 | PO | 11/11/93 | | POST | 502.50 |
| | 200000 | PO0000156 | PO | 11/19/93 | | POST | 9,002.50 |
| | 200000 | PO000002 | PO | 05/03/93 | | POST | 5,000.00 |
| | 200000 | PO000005 | PO | 05/03/93 | | POST | 5,000.00 |
| | 300000 | PO00018 | DP | | | NOPT | 100.00 |
| | 300000 | PO00019 | DP | 05/04/93 | | POST | 100.00 |

| | | |
|------------|-----------|---------|
| F1-HELP | F2-SELECT | F5-NEXT |
| F8-NEXT PG | F9-LINK | |

Screen Description

This screen is accessed from Procurement Transaction Inquiries menu (PCHL2400) when F12 is selected. This inquiry screen displays purchase orders/contracts containing a given commodity and having an expiration date within the specified date range.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Blanket Purchase Order Writing screen (PCHL2342), the Direct Purchase Order Writing screen (PCHL2360), or the Purchase Order/Contract Writing screen (PCHL2340) for the document marked with an 'S' in the selection indicator column. These screens allow the user to view and/or update the selected document, providing the user has appropriate security. |

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Inquiry

| | |
|----------------------|--|
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F8—Next Pg | The next page of purchase orders/contracts is retrieved and displayed, based on the commodity ID and last purchase order document displayed. If the last purchase order document is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER—Inquire | The system retrieves the record, based on the commodity ID and date range entered. If the commodity ID currently displayed does not exist, or if no data exists within the date range, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|--------------|--|
| Commodity ID | Enter up to a 11-character commodity ID to inquire on a specific commodity. If the record does not exist, a message is shown and processing stops. This must exist in the Commodity Table (PCHL5100) (Required) |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This date inquiry is by the date that the purchase order was either posted, or expires, based on the Post/Exp indicator entered. (Optional) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This date inquiry is by the date that the purchase order was either posted, or expires, based on the Post/Exp indicator entered. (Optional) |
| Post/Exp | Enter a ‘P’ to inquire by the document’s post date or an ‘E’ to inquire by the document’s expiration date. Defaults to ‘E.’ (Required) |

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Inquiry

| | |
|-------------------|---|
| Select Indicator | Enter an 'S' in this field to select a line. Depending on the document selected, the system transfers to the Blanket Purchase Order Writing screen (PCHL2342), the Purchase Order/Contract Writing screen (PCHL2340), or the Direct Purchase Order Writing screen (PCHL2360), with header information for the selected document. (Optional) |
| Vendor | The system retrieves the vendor ID, based on the PO/Contract ID displayed. |
| Type | The system retrieves the document type of the PO/Contract ID displayed. |
| Date Posted | The system retrieves the post date of the PO/Contract ID displayed. |
| Expiration Date | The system retrieves the expiration date of the PO/Contract ID displayed. |
| Status | The document's current status is displayed. |
| Remaining Balance | The system retrieves the remaining balance of the PO/Contract ID displayed. |

ADPICS

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Inquiry

5.2495 PURCHASE ORDERS BY DATE RECEIVED

| | | | | | |
|---------------------------|---------|----------------------------------|------------------|---------------------|----------------------|
| PCHL2495 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 08/15/1994 12:00 PM | |
| LINK TO: | | PURCHASE ORDERS BY DATE RECEIVED | | | |
| DEPARTMENT : 1000 | | PROCUREMENT | | | |
| FROM DATE : 10/23/1993 | | TO DATE: 11/22/1993 | | | |
| S | PO ID | RECEIVING TYPE REPORT ID | DATE RECEIVED | STATUS | REMAINING BALANCE |
| | PO00028 | PO RC00024 | 10/25/93 | POST | 200.00 |
| | PO00028 | PO RC00026 | 10/26/93 | POST | 200.00 |
| | PO00029 | PO RC00031 | 10/26/93 | POST | 200.00 |
| | PO014 | DP RC00033 | 10/26/93 | POST | 100.00 |
| F1-HELP F2-SELECT F5-NEXT | | | | | |
| F8-NEXT PG F9-LINK | | | | | |

Screen Description

This screen is accessed from Purchase Order Inquiry menu (PCHL2400) when F8 is selected. This inquiry screen displays contracts for a given department that have a post or expiration date within the specified date range.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Purchase Order/Contract Writing screen (PCHL2340), or the Direct Purchase Order Writing screen (PCHL2360), for the record marked with an 'S' in the selection indicator column. These screens allow the user to view the selected document information. |

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| | |
|---------------------------|--|
| F5—Next | The system retrieves the next department record, based on the department ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first department record. |
| F8—Next Pg | The next page of purchase orders is retrieved and displayed, based on the department ID, date range, and last purchase order displayed. If the last purchase order is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the department ID and date range entered. If the department ID currently displayed does not exist, or if no data exists within the date range, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|--|
| Department | Enter up to an eight-character department ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. This must exist in the Department Table (PCHL5970). (Required) |
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the date that the order was received. (Optional) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the date that the order was received. (Optional) |
| Select Indicator | Enter an ‘S’ in this field to select a purchase order. When F2 is selected, the system transfers to the Purchase Order/Contract screen (PCHL2340) or to the Direct Purchase Order screen (PCHL2360), based on the document type. These screens display the document header information. (Optional) |

ADPICS

Terminal Users Guide

Inquiry

| | |
|---------------------|--|
| PO ID | The system retrieves the purchase order ID, based on the department ID and date range entered. |
| Type | The system retrieves the document type, based on the PO ID displayed. |
| Receiving Report ID | The system retrieves the receiving report ID for the PO ID displayed. |
| Date Received | The system retrieves the receiving date of the receiving report displayed. |
| Status | The purchase order document's status is displayed. |
| Remaining Balance | The system retrieves the remaining balance of the purchase order. |

ADPICS

Terminal Users Guide

Inquiry

5.2510 BLANKET PURCHASE ORDER DOCUMENT SUMMARY

| | | | | | |
|---|---|---------------------|-----------------|-----------|--------|
| PCHL2510 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 12:00 PM | | | |
| LINK TO: | BLANKET PURCHASE ORDER DOCUMENT SUMMARY | PAGE 00 OF 00 | | | |
| BPO/CONTRACT ID : PO00005 | | | | | |
| FROM DATE: 07/19/1993 TO DATE: 08/18/1993 | | | | | |
| CONTRACT AMOUNT : | | | | | |
| REMAINING VALUE: | | | | | |
| ----- | | | | | |
| SEL | PO/CONTRACT ID | ACCT LINES | DOCUMENT AMOUNT | POST DATE | STATUS |
| | PO0000000034 | 01 | 100.00 | 08-02-93 | |
| | PO0000000042 | 01 | 550.00 | 08-05-93 | |
| F1-HELP | | | | | |
| F2-DOC ACCTG | | | | | |
| F5-NEXT | | | | | |
| F6-VIEW DOC | | | | | |
| F7-PRIOR PG | | | | | |
| F8-NEXT PG | | | | | |
| F9-LINK | | | | | |

Screen Description

This screen is accessed from the Blanket Purchase Order Writing screen (PCHL2342) when F4 is selected. This inquiry screen displays the purchase order release documents issued against a given blanket purchase order (BPO).

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

- | | |
|---------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Doc Acctg | The system transfers to the Purchase Order/Contract Accounting Information Summary screen (PCHL2344) for the PO/Contract ID marked with an 'S' in the selection indicator column. This screen displays the accounting detail for the release document selected. |

ADPICS

Terminal Users Guide

Inquiry

| | |
|---------------------------|--|
| F5—Next | The system retrieves the next document record, based on the BPO/Contract ID and date range displayed on the screen. If there are no more records, or if no data exists within the date range, an end-of-file message is shown and processing begins with the first document record. |
| F6—View Doc | The system transfers to the Purchase Order/Contract Writing screen (PCHL2340) for the PO/Contract ID marked with an 'S' in the selection indicator column. This screen displays the header information for the release document selected. |
| F7—Prior Pg | The previous page of purchase order release documents is retrieved and displayed, based on the BPO/Contract ID, date range, and first PO/Contract ID displayed. If the first PO/Contract ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of purchase order release documents is retrieved and displayed, based on the BPO/Contract ID, date range, and last PO/Contract ID displayed. If the last PO/Contract ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the purchase order release documents, based on the BPO/Contract ID and date range entered. If the BPO/Contract ID currently displayed does not exist, or if no data exists within the date range specified, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------|---|
| BPO/Contract ID | Enter up to a 12-character blanket purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. (Required) |

ADPICS

Terminal Users Guide

Inquiry

| | |
|------------------|--|
| From Date | The system defaults the from date to one month prior to the current date. Enter up to an eight-digit beginning date to inquire for a different period of time. This portion of the date range is based on the create date of the release document. (Optional) |
| To Date | The system defaults the to date to the current date. Enter up to an eight-digit ending date to inquire for a different period of time. This portion of the date range is also based on the create date of the release document. (Optional) |
| Contract Amount | The system retrieves the contract amount of the blanket purchase order/contract. |
| Remaining Value | The system retrieves the remaining value of the blanket purchase order/contract. |
| Select Indicator | Enter an 'S' in this field to select a line. Depending on the function key selected, the system transfers to the Purchase Order/Contract Accounting Information Summary screen (PCHL2344), or the Purchase Order Contract Writing screen (PCHL2340), for the release document selected. (Optional) |
| PO/Contract ID | The system retrieves the purchase order release document's ID, based on the BPO/Contract ID and date range entered. |
| Acct Lines | The system retrieves the number of accounting lines contained on the purchase order release document. |
| Document Amount | The system retrieves the encumbered amount of purchase order release document. |
| Post Date | The system retrieves the post date of the purchase order release document. |
| Status | The current status of the purchase order release document is displayed. |

| | |
|---------------------------|--|
| F7—Prior Pg | The previous page of accounting information for a blanket purchase order is retrieved, based on the blanket purchase order ID and the first accounting summary record displayed. If the first accounting summary record is already displayed, an error message is shown. |
| F8—Next Pg | The next page of accounting information for a blanket purchase order is retrieved, based on the blanket purchase order ID and the last accounting summary record displayed. If the last accounting summary record is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The screen retrieves the blanket purchase order accounting information, based on the blanket purchase order ID currently displayed on the screen. If the record does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------------|--|
| BPO/Contract ID | Enter up to a 12-character blanket purchase order/contract ID. This ID must exist in the Blanket Purchase Order Table (PCHL2342). (Required) |
| Total No Acctg Lines | The system retrieves the total number of unique accounting lines entered on all of the blanket purchase order’s release documents. |
| Contract Amount | The system retrieves the contract amount of the blanket purchase order/contract. |
| Remaining Value | The system retrieves the remaining value of the blanket purchase order. |

| | |
|-----------------|---|
| Account Code(s) | The system retrieves the unique account codes for the blanket purchase order. The accounting information and format displayed on each screen is dependent upon the financial accounting software integrated with ADPICS. Field descriptions for the implementation of ADPICS with R★STARS is contained in Section 1.0001. |
| Amount | The system retrieves the total dollar amount associated with the accounting suffix line. |

return the Union/Nere Code to the CS138 Header Entry screen (PCHL2117).

| | |
|-----------------|--|
| Union/Nere Code | The system displays the Union/Nere Codes sorted in ascending order. |
| Description | The system displays the description for each associated Union/Nere Code. |

Terminal Users Guide

Inquiry

5.3200 RECEIPTS BY PURCHASE ORDER/CONTRACT

| | | | |
|--|-------------------------------------|----------------|----------------------|
| PCHL3200 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM |
| LINK TO: | RECEIPTS BY PURCHASE ORDER/CONTRACT | PAGE 01 OF 01 | |
| PURCHASE ORDER/CONTRACT ID: 027P4000252 | | | |
| ----- | | | |
| RECEIVING | | QUANTITY | |
| DATE | REPORT STATUS | COMMODITY NAME | REQ LINE NO ACCEPTED |
| 08/04/93 | REC00000016 NOPT | ABRASIVES | RQ00035 001 10.00 |
| | | | |
| F1-HELP | F5-NEXT | | |
| F7-PRIOR PG | F8-NEXT PG F9-LINK | | |

Screen Description

This screen is accessed from the Receiving menu (PCHL3000) when F3 is selected. This inquiry screen displays receiving reports for a given purchase order/contract.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|--------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F5—Next | The system retrieves the next receiving report record, based on the purchase order/contract ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of receiving reports is retrieved and displayed, based on the purchase order/contract ID and first receiving report ID displayed. If the first receiving report ID is already displayed, an error message is shown. |

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| | |
|---------------------------|---|
| F8—Next Pg | The next page of receiving reports is retrieved and displayed, based on the purchase order/contract ID and last receiving report ID displayed. If the last receiving report ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------------------|--|
| Purchase Order/Contract ID | Enter up to a 12-character purchase order or direct purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Date | The system retrieves the create date of the receiving report ID displayed. |
| Receiving Report | The system retrieves the receiving report ID, based on the purchase order/contract ID entered. |
| Status | The receiving report's current status is displayed. |
| Commodity Name | The system retrieves the commodity name, based on the requisition line number displayed. |
| Req | The system retrieves the requisition ID, based on the receiving report ID displayed. |
| Line No | The system retrieves the line number, based on the requisition ID displayed. |

ADPICS

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Inquiry

Quantity Accepted The system retrieves the quantity accepted, based on the line number displayed.

5.3300 RECEIVING REPORT DETAIL INQUIRY

```

PCHL3300 V4.1                ADVANCED PURCHASING/INVENTORY          08/15/1994  12:00 PM
LINK TO:                      RECEIVING REPORT DETAIL INQUIRY        PAGE    01 OF 01

RECEIVING ID   : REC00000016    DATE       : 08/17/93    RECEIPT STATUS   : NOPT
PO/CONTRACT ID: POC00000020    VENDOR ID: 000001

-----
REQ ID
  COMMODITY ID      COMMODITY NAME      LINE NO  QTY ORDERED  QTY ACCEPTED
RQ00035
  100                PLASTIC TUBING      001        1,000.00

F1-HELP                      F5-NEXT
F7-PRIOR PG                  F9-LINK

```

Screen Description

This screen is accessed from the Receiving menu (PCHL3000) when F4 is selected. This inquiry screen displays the detail receipt information for a given receiving report.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|--------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F5—Next | The system retrieves the next document record, based on the receiving ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of requisition detail is retrieved and displayed, based on the receiving report ID and first requisition ID displayed. If the first requisition ID is already displayed, an error message is shown. |

ADPICS

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Inquiry

| | |
|---------------------------|---|
| F8—Next Pg | The next page of requisition detail is retrieved and displayed, based on the receiving report ID and last requisition ID displayed. If the last requisition ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|---|
| Receiving ID | Enter up to a 12-character receiving report ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Date | The system retrieves the create date of the receiving report. |
| Receipt Status | The receiving report's current status is displayed. |
| PO/Contract ID | The system retrieves the purchase order or direct purchase order ID, based on the receiving report ID entered. |
| Vendor ID | The system retrieves the vendor ID, based on the PO/Contract ID displayed. |
| Req ID | The system retrieves the purchase order or direct purchase order ID, based on the receiving ID entered. |
| Commodity ID | The system retrieves the commodity ID, based on the Req ID displayed. |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID displayed. |

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| | |
|--------------|--|
| Line No | The system retrieves the requisition line number, based on the req/ID displayed. |
| Qty Ordered | The system retrieves the quantity ordered, based on the line number displayed. |
| Qty Accepted | The system retrieves the quantity accepted, based on the line number displayed. |

5.3999 CS138 SELECTION

Screen Description

Available Function Keys

ADPICS

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Inquiry

Input Coding Instructions

| Element | Description |
|---------------------|--|
| Selection Indicator | Enter an 'S' in this field and press F2 to return the CS138 ID to the accessing data field in the document transferred from. |
| Commodity Code | The system retrieves the commodity codes sorted in ascending order. The first commodity code can be overtyped. If the commodity code of the accessing screen is blank when F2 is selected, then the predetermined values will appear at the beginning of the list. |
| Description | The system retrieves the commodity name based on the commodity code displayed. |
| CS138 ID | The system retrieves a statewide preauthorized CS138 ID based on the commodity code displayed and all predetermined values. |
| Preauth | The system indicates whether the CS138 ID is preauthorized based on the CS138 displayed. |

5.5110 COMMODITY UTILIZATION

| | | | |
|---|-------------------------------|---------------------------|--|
| PCHL5110 V4.1 | ADVANCED PURCHASING/INVENTORY | 07/02/1999 | 8:44 AM |
| LINK TO: | COMMODITY UTILIZATION | | |
| COMMODITY ID : 405-09-40-3637 | | DIESEL, PREMIUM, TANKWAGO | |
| UNIT OF MEASURE : GA | | INVENTORIED ITEM: N | |
| PERIOD REQUESTED: 7 1998 to 7 1999 PO ITEM: Y | | | |
| MON YR | QUANTITY ORDERED | AMOUNT ORDERED | QUANTITY RECEIVED AMOUNT RECEIVED |
| JUL 98 | | | |
| AUG 98 | | | |
| SEP 98 | | | |
| OCT 98 | | | |
| NOV 98 | | | 9,873.81 1,697.45 |
| DEC 98 | | | |
| TOTAL: | | 9,873.81 | 1,697.45 |
| F1-HELP | | F9-LINK | F5-NEXT |

Screen Description

This screen is accessed from the Purchase Order Inquiry menu (PCHL2400) when F6 is selected. This inquiry screen displays commodity utilization information by month.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F5—Next | The system retrieves the next commodity utilization record, based on the commodity ID and period requested displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity record. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |

| | |
|---------------------------|---|
| ENTER— Inquire | The system retrieves the record, based on the commodity ID entered. If the commodity ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------------------|---|
| Commodity ID | Enter up to a 11-character commodity ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. This must exist in the Commodity Table (PCHL5100). (Required) |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID entered. |
| Unit of Measure | The system retrieves the unit of measure, based on commodity ID entered. |
| Inventoried Item | The system displays a 'Y' if the commodity is an inventoried item, or an 'N' if the commodity is not an inventoried item. |
| Period Requested (From) | The system defaults the beginning of period requested to the month and year prior to the current month and year. To inquire for a different period of time, enter the two-digit month and four-digit year to specify the beginning of the period requested. (Optional) |
| Period Requested (To) | The system defaults the ending of period requested to the current month and year. To inquire for a different period of time, enter the two-digit month and four-digit year to specify the end of the period requested. (Optional) |
| PO Item | The system displays a 'Y' if the commodity is on a purchase order, or an 'N' if the commodity is not on a purchase order. |
| Mon | The system retrieves the month, based on the period requested. |
| Yr | The system retrieves the year, based on the period requested. |
| Quantity Ordered | The system retrieves the quantity ordered, based on the commodity ID entered, and the month and year displayed. |

Amount Ordered The system retrieves the dollar amount for the quantity ordered, based on the commodity ID entered, and the month and year displayed.

Quantity
Received The system retrieves the quantity received, based on the commodity ID entered, and the month and year displayed.

Amount Received The system retrieves the amount received, based on the commodity ID entered, and the month and year displayed.

Total The system calculates the total quantity ordered, amount ordered, quantity received, and amount received for the period requested.

ADPICS

Terminal Users Guide

Inquiry

5.5115 COMMODITY UTILIZATION BY DEPARTMENT

| | | | |
|--------------------------------------|-------------------------------------|----------------|-------------------|
| PCHL5115 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM |
| LINK TO: | COMMODITY UTILIZATION BY DEPARTMENT | | |
| DEPARTMENT ID : 9000 | DEPARTMENT OF LABOR | | |
| COMMODITY ID : 100 | ONE YEAR DESK CALENDAR | | |
| UNIT OF MEASURE : EA | INVENTORIED ITEM: N | | |
| PERIOD REQUESTED: 11 1992 TO 11 1993 | BPO ITEM: Y | | |
| MON YR | QUANTITY ORDERED | AMOUNT ORDERED | QUANTITY RECEIVED |
| JAN 93 | | | AMOUNT RECEIVED |
| FEB 93 | | | |
| MAR 93 | | | |
| APR 93 | | | |
| MAY 93 | | | |
| JUN 93 | | | |
| JUL 93 | | | |
| AUG 93 | | | |
| SEP 93 | | | |
| OCT 93 | | | |
| NOV 93 | 40.00 | | |
| TOTAL: | 40.00 | | |
| F1-HELP | F9-LINK | F5-NEXT | |

Screen Description

This screen is accessed from the Purchase Order Inquiry menu (PCHL2400) when F7 is selected. This inquiry screen displays commodity utilization information by month for the department displayed.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

| | |
|----------------|---|
| F5—Next | The system retrieves the next commodity utilization record, based on the Department ID, commodity ID, and period requested displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first department record. |
|----------------|---|

ADPICS

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Inquiry

| | |
|---------------------------|---|
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the department ID and commodity ID entered. If the department ID and/or commodity ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------------------|---|
| Department ID | Enter up to a eight-character department ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. This department ID must exist in the Department Table (PCHL5970). (Required) |
| Department Name | The system retrieves the department name, based on the department ID entered. |
| Commodity ID | Enter up to a 11-character commodity ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. This must exist in the Commodity Table (PCHL5100). (Required) |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID entered. |
| Unit of Measure | The system retrieves the unit of measure, based on commodity ID entered. |
| Inventoried Item | The system displays a ‘Y’ if the commodity is an inventoried item, or an ‘N’ if the commodity is not an inventoried item. |
| Period Requested (From) | The system defaults the beginning of period requested to the month and year prior to the current month and year. To inquire for a different period of time, enter the two-digit month and four-digit year to specify the beginning of the period requested. (Optional) |

ADPICS

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Inquiry

| | |
|-----------------------|---|
| Period Requested (To) | The system defaults the ending of period requested to the current month and year. To inquire for a different period of time, enter the two-digit month and four-digit year to specify the end of the period requested. (Optional) |
| BPO Item | The system displays a 'Y' if the commodity is on a blanket purchase order, or an 'N' if the commodity is not on a blanket purchase order. |
| Mon | The system retrieves the month, based on the period requested. |
| Yr | The system retrieves the year, based on the period requested. |
| Quantity Ordered | The system retrieves the quantity ordered, based on the commodity ID entered, and the month and year displayed. |
| Amount Ordered | The system retrieves the dollar amount for the quantity ordered, based on the commodity ID entered, and the month and year displayed. |
| Quantity Received | The system retrieves the quantity received, based on the commodity ID entered, and the month and year displayed. |
| Amount Received | The system retrieves the amount received, based on the commodity ID entered, and the month and year displayed. |
| Total | The system calculates the total quantity ordered, amount ordered, quantity received, and amount received for the period requested. |

5.5150 PAYABLE MAIL CODE INQUIRY

| | | | |
|---|-------------------------------|---------------|-------------------|
| PCHL5150 V4.1 | ADVANCED PURCHASING/INVENTORY | 07/27/2000 | 8:48 AM |
| LINK TO: | PAYABLE MAIL CODE INQUIRY | | |
| VENDOR ID : 2302758350 - COMPUTER NETWORK | | | |
| ----- | | | |
| MAIL CD: | 001 | | |
| ATTN-1: | ACCOUNTING DEPARTMENT | PHONE: | 301 663-2030 X220 |
| ATTN-2: | | FAX : | 301 663-1000 X245 |
| ATTN-3: | | | |
| STREET: | 865 28TH ST SE | | |
| CITY: | GRAND RAPIDS | ST: MI ZIP: | 49508 |
| COUNTRY: | USA | REGION: | COUNTY: |
| CONTACT: | | MAIL TYPES | EFT BU BI RM PO |
| | | | N N N N |
| ASSIGN TO: | - | | |
| PAY TYPE : | | | |
| | DEPOSIT DATE : | LOCKBOX: | |
| STRT DATE: | ACCT HOLDER : | | |
| EXP DATE : | LOCATOR NO. : | SINGLE CHECK: | N |
| | | | |
| F1-HELP | F2-SELECT | F4-ALT NAMES | F5-NEXT |
| | F9-LINK | F11-ADDRESS | F12-STATUS |
| | | F6-COMMODITY | |

Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F2 is selected. This inquiry screen displays vendor mail code level information. This screen also contains several elements related to a vendor at the address level. The Vendor Table Inquiry screen (PCHL5200), Bidder Vendor/Mail Code Inquiry screen (PCHL5201), and Bidder Mail Code Inquiry screen (PCHL5151) are variations of this screen.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

| | |
|---------------------------|---|
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |
| F4—Alt Names | The system transfers to the Vendor Alternate Name Inquiry screen (PCHL5230). This screen allows the user to view vendor alternate name information. |
| F5—Next | The system retrieves the next payable mail code record, based on the vendor ID and mail code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops. |
| F6—Commodity | The system transfers to the Commodity by Vendor screen (PCHL5410). This screen allows the user to view commodities which can be supplied by a given vendor. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Address | The system transfers to the Vendor Address Summary Inquiry screen (PCHL5220). This screen allows the user to view vendor's addresses and associated mail codes. |
| F12—Status | The system transfers to the Vendor Class/Status Code Inquiry screen (PCHL5210). This screen allows the user to view the vendor's class/status codes. |
| ENTER— Inquire | The system retrieves the vendor's payable mail code record, based on the vendor ID and mail code displayed on the screen. If the vendor ID currently displayed does not exist, or no mail codes are found, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------|---|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor's name, based on the vendor ID entered. |
| Mail Cd | Enter up to a three-digit mail code to inquire on a specific record. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Attn-1 | The system retrieves up to 40 characters for the third first line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters- '%' or 'C/O'. Attention Line information is not the vendor's street address. |
| Phone Area Code | The system retrieves the vendor's three-digit telephone area code. |
| Phone Number | The system retrieves the vendor's seven-digit phone number. |
| Extension | The system retrieves up to four characters for the vendor's phone extension. |
| Attn-2 | The system retrieves up to 40 characters for the second line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters- '%' or 'C/O'. Attention Line information is not the vendor's street address. |
| Fax Area Code | The system retrieves the vendor's three-digit fax area code. |
| Fax Number | The system retrieves the vendor's seven-digit fax phone number. |

| | |
|---------------|---|
| Fax Extension | The system retrieves up to four characters for the vendor's fax number extension. |
| Attn-3 | The system retrieves up to 40 characters for the first ^{third} line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceeded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceeded with the characters '-' or 'C/O'. Attention Line information is not the vendor's street address. |
| Street | The system retrieves up to 40 characters for the vendor's street address. If the vendor uses a P.O. Box, then the P.O. Box will appear on this line. |
| City | The system retrieves up to 25 characters for the vendor's city. |
| State | The system retrieves the vendor's two-character state code. This must exist in Miscellaneous Table 84 (PCHL5750). |
| Zip Code | The system retrieves up to a ten-character zip code. If the country is 'USA,' the first five characters (numeric) will be displayed. If the country is 'CAN,' the first six characters will be displayed in the following structure: (A/N/A/N/A/N). |
| Carrier Code | (Not used in Michigan) |
| Country Code | The system retrieves the three-digit country code. This code must exist in the <u>R★STARS Country Code Table (PCHL5875)-D53 Titles profile with the Table ID "CNTY."</u> |
| Region Code | (Not used in Michigan) |
| County Code | The system retrieves up to a three-digit county code. This code must exist in the Miscellaneous Table 86 (PCHL5750). <u>(Not used in Michigan)</u> |
| Contact | The system retrieves up to 40 characters for the name of the vendor's contact person. |
| <u>EFT</u> | <u>The system retrieves a 'Y' if the vendor's mail code is EFT ready (can receive direct deposit payments), or an 'N' if the vendor's mail code is not EFT ready.</u> |

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|----------------------------|--|
| Business Mail Address (BU) | (Not used in Michigan) |
| BID Mail Address (BI) | The system retrieves a 'Y' if this is the vendor's bid address, or an 'N' if there is a separate bid address. |
| Payment Mail Address (RM) | The system retrieves a 'Y' if this is the vendor's remittance address, or an 'N' if there is a separate remittance address (address for mailing payments). |
| PO Mail Address (PO) | The system retrieves a 'Y' if this is the vendor's purchase order address, or an 'N' if there is a separate purchase order address. |
| Assign To | (Not used in Michigan) |
| Assign To Name | (Not used in Michigan) |
| Payment Type | The system retrieves retrieves a two-character payment code to indicate method of payment. This must exist in Miscellaneous Table 66 (PCHL5750). |
| Account Type | (Not used in Michigan) |
| Account Number | (Not used in Michigan) |
| Bank Routing Number | (Not used in Michigan) |
| Deposit Date | (Not used in Michigan) |
| Lock-Box Number | (Not used in Michigan) |
| Start Date | The system retrieves up to an eight-digit vendor registration date or the date the vendor registration was reactivated. |
| Account Holder | (Not used in Michigan) |
| Expiration Date | The system retrieves up to an eight-digit date when the vendor registration was inactivated. |
| Locator No | (Not used in Michigan) |
| Single Check | (Not used in Michigan) |

5.5151 BIDDER MAIL CODE INQUIRY

| | | | |
|---------------------------------------|-------------------------------|--------------------------|------------|
| PCHL5151 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/2000 | 12:00 PM |
| LINK TO: | BIDDER MAIL CODE INQUIRY | | |
| VENDOR ID: 1200000002 - COMPUSE, INC. | | | |
| ----- | | | |
| MAILCD: 002 | | | |
| ATTN 1: | | PHONE: 203 445-3423 x764 | |
| ATTN 2: | | FAX : 203 555-2332 x245 | |
| ATTN 3: OFFICE SERVICES, 6TH FLOOR | | | |
| STREET : 3920 WASHINGTON BLVD. | | | |
| CITY : HARTFORD | ST: CT ZIP: 80098-3900 | MAIL TYPES | |
| COUNTRY : USA REGION: 001 COUNTY: SAX | | EFT BU BI RM PO | |
| CONTACT : MR. ARNOLD BECKER | | N N N Y | |
| LOCATOR NO.: 200002200000 | | | |
| START DATE : 07/01/1993 | | | |
| EXP DATE : 06/30/1994 | | | |
| | | | |
| F1-HELP | F2-SELECT | F4-ALT NAMES | F5-NEXT |
| F9-LINK | | F11-ADDRESS | F12-STATUS |
| | | F6-COMMODITY | |

Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F4 is selected. This inquiry screen displays vendor mail code level information. This screen also contains several elements related to a vendor at the address level. The Vendor Table Inquiry screen (PCHL5200), Bidder Vendor/Mail Code Inquiry screen (PCHL5201), and Payable Mail Code Table Inquiry screen (PCHL5150) are variations of this screen.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

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|---------------------------|--|
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |
| F4—Alt Names | The system transfers to the Vendor Alternate Name Inquiry screen (PCHL5230). This screen allows the user to view vendor alternate name information. |
| F5—Next | The system retrieves the next bidder mail code record, based on the vendor ID and mail code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops. |
| F6—Commodity | The system transfers to the Commodity by Vendor screen (PCHL5410). This screen allows the user to view commodities which can be supplied by a given vendor. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Address | The system transfers to the Vendor Address Summary Inquiry screen (PCHL5220). This screen allows the user to view vendor's addresses and associated mail codes. |
| F12—Status | The system transfers to the Vendor Class/Status Code Inquiry screen (PCHL5210). This screen allows the user to view the vendor's class/status codes. |
| ENTER— Inquire | The system retrieves the vendor's bidder mail code record, based on the vendor ID and mail code displayed on the screen. If the vendor ID currently displayed does not exist, or no mail codes are found, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------|---|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor's name based on the vendor ID entered. |
| Mail Cd | Enter up to a three-digit mail code to inquire on a specific record. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Attn-1 | The system retrieves up to 40 characters for the third ^{first} line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceeded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceeded with the characters '% ' or 'C/O'. Attention Line information is not the vendor's street address. |
| Phone Area Code | The system retrieves the vendor's three-digit telephone area code. |
| Phone Number | The system retrieves the vendor's seven-digit phone number. |
| Extension | The system retrieves up to four characters for the vendor's phone extension. |
| Attn-2 | The system retrieves up to 40 characters for the second ^{first} line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceeded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceeded with the characters '% ' or 'C/O'. Attention Line information is not the vendor's street address. |
| Fax Area Code | The system retrieves the vendor's three-digit fax area code. |
| Fax Number | The system retrieves the vendor's seven-digit fax phone number. |
| Fax Extension | The system retrieves up to four characters for the vendor's fax number extension. |

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|----------------------------|---|
| Attn-3 | The system retrieves up to 40 characters for the first line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address. |
| Street | The system retrieves up to 40 characters for the vendor's street address. If the vendor uses a P.O. Box, then the P.O. Box will appear on this line. |
| City | The system retrieves up to 25 characters for the vendor's city. |
| State | The system retrieves the vendor's two-character state code. This must exist in Miscellaneous Table 84 (PCHL5750). |
| Zip Code | The system retrieves up to a ten-character zip code. If the country is 'USA,' the first five-characters (numeric) will be displayed. If the country is 'CAN,' the first six-characters will be displayed in the following structure: (A/N/A/N/A/N). |
| Carrier Code | (Not used in Michigan) |
| Country Code | The system retrieves the three-digit country code. This code must exist in the <u>R★STARS D53 Titles profile with the Table ID "CNTY."</u> Country Code Table (PCHL5875). |
| Region Code | (Not used in Michigan) |
| County Code | The system retrieves up to a three-digit county code. This code must exist in the Miscellaneous Table 86 (PCHL5750). <u>(Not used in Michigan)</u> |
| Contact | The system retrieves up to 40 characters for the name of the vendor's contact person. |
| <u>EFT</u> | <u>The system retrieves a 'Y' if the vendor's mail code is EFT ready (can receive direct deposit payments), or an 'N' if the vendor's mail code is not EFT ready.</u> |
| Business Mail Address (BU) | (Not used in Michigan) |

| | |
|---------------------------|---|
| BID Mail Address (BI) | The system retrieves a 'Y' if this is the vendor's bid address, or an 'N' if there is a separate bid address . |
| Payment Mail Address (RM) | The system retrieves a 'Y' if this is the vendor's remittance address, or an 'N' if there is a separate remittance address. |
| PO Mail Address (PO) | The system retrieves a 'Y' if this is the vendor's purchase order address, or an 'N' if there is a separate purchase order address. |
| Locator No | The system retrieves the 12-digit locator number used to identify the physical location of the vendor's imaged W9, if there is one. |
| Start Date | The system retrieves up to an eight-digit vendor registration date or the date the vendor registration was reactivated. |
| Exp Date | The system retrieves up to an eight-digit date when the vendor registration was inactivated. |

5.5200 VENDOR TABLE INQUIRY

| | | |
|--|-------------------------------|----------------------|
| PCHL5200 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/28/2000 11:25 AM |
| LINK TO: | VENDOR TABLE INQUIRY | |
| VENDOR ID : 1382246855 - CASCADE IMMEDIATE CARE CENTER | | |
| PROPRIETOR: WILLIAM C TROWBRIDGE MD | EFT: N NAME CNT : TROW | |
| 1099 IND: Y CREATED : 10/28/1998 | ALT. NO.: 2382246855 | BACKUP IND: N |
| VEN TYPE: 5 UPDATED : 11/18/1998 | NOTE : Y W9: Y | STATE TAX : N |
| DELETE : Y PARENT TIN: | DUNN NO.: | LOC NO: 000000068802 |
| MAIL CD.: 000 | ----- | |
| ATTN-1: | PHONE: | |
| ATTN-2: | FAX : 999 9 | |
| ATTN-3: | | |
| STREET: 6460 28TH STREET SE | MAIL TYPES | |
| CITY : GRAND RAPIDS | ST: MI ZIP: 49546 | EFT BU BI RM PO |
| COUNTRY : USA REGION: | COUNTY: | N N N N |
| CONTACT : | | |
| ASSIGN TO: - | | |
| PAY TYPE : | | |
| STRT DATE: | DEPOSIT DATE : | |
| EXP DATE : 10/28/1998 | ACCT HOLDER : | |
| F1-HELP | SINGLE CHECK : | LOCKBOX: |
| F2-SELECT | F4-ALT NAMES | F5-NEXT VEN |
| F8-NEXT ADDR | F6-COMMODITY | F11-ADDRESS |
| F9-LINK | F12-STATUS | |

Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F1 is selected. This inquiry screen displays vendor header information and vendor mail code level information. This screen contains all elements related to a vendor, except banking information. The Bidder Vendor/Mail Code Inquiry screen (PCHL5201), Payable Mail Code Inquiry screen (PCHL5150), and Bidder Mail Code Inquiry screen (PCHL5151) are variations of this screen but do not include all the above data elements.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

| | |
|---------------------------|--|
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |
| F4—Alt Names | The system transfers to the Vendor Alternate Name Inquiry screen (PCHL5230). This screen allows the user to view vendor alternate name information. |
| F5—Next | The system retrieves the next vendor record, based on the vendor ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops. |
| F6—Commodity | The system transfers to the Commodity by Vendor screen (PCHL5410). This screen allows the user to view commodities which can be supplied by a given vendor. |
| F8—Next Addr | The system retrieves the next address record, based on the vendor ID and mail code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first address record. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Address | The system transfers to the Vendor Address Summary Inquiry screen (PCHL5220). This screen allows the user to view vendor's addresses and associated mail codes. |
| F12—Status | The system transfers to the Vendor Class/Status Code Inquiry screen (PCHL5210). This screen allows the user to view the vendor's class/status codes. |
| ENTER— Inquire | The system retrieves the vendor's address record, based on the vendor ID and mail code displayed on the screen. If the vendor ID currently displayed does not exist, or no mail codes are found, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions**Element Description**

Vendor ID Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist in the FACS Vendor Table, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved.

~~If the tax identification number (TIN) was entered for the vendor ID, the following rules apply: If the vendor is a sole proprietor, the vendor ID will begin with a prefix of 3, followed by the social security number (SSN). If the vendor is not a sole proprietor, the vendor ID will begin with a prefix of 2, followed by the federal employer identification number (FEIN).~~

~~If the vendor is an individual, the vendor ID will begin with a prefix of 3, followed by the SSN. If the vendor does not have a SSN or FEIN, the vendor ID will begin with a prefix of 4, followed by the W-7 individual taxpayer ID. If the vendor is a foreign payee, the vendor ID will begin with a prefix of 5, followed by the vendor's identification number. For each tax identification number (TIN) entered, the following rules apply:~~

- ~~■ If the vendor is a sole proprietor, the vendor ID will begin with either a prefix of 3, followed by the social security number (SSN) or a prefix of 2, followed by the federal employer identification number (FEIN).~~
- ~~■ If the vendor is a partnership, limited liability company (LLC), corporation, government, non-profit, or 5013C, the vendor ID will begin with a prefix of 2, followed by the FEIN.~~
- ~~■ If the vendor is an individual, the vendor ID will begin with a prefix of 3, followed by the SSN.~~
- ~~■ If the vendor does not have an SSN or FEIN, the vendor ID will begin with a prefix of 5, followed by an assigned identification number.~~
- ~~■ If the vendor is a foreign payee and they have an ITIN, the vendor ID will begin with a prefix of 4, followed by the vendor's identification number. If the foreign vendor has an FEIN, the vendor ID will begin with a 2 followed by the FEIN.~~

Vendor Name The system retrieves up to a 50-character vendor name from the FACS

| | |
|------------|---|
| | Vendor Table, <u>based on the Vendor ID entered.</u> |
| Proprietor | The system retrieves up to a 50-character proprietor name from the FACS Vendor Table. |
| <u>EFT</u> | <u>The system retrieves a 'Y' if the vendor is EFT ready (can receive direct deposit payments), or an 'N' if the vendor is not EFT ready.</u> |
| Name Cnt | The system retrieves up to a four-character name control code from the FACS Vendor Table. This field is used for 1099 reporting and is required in order to comply with IRS regulations. |
| 1099 Ind | The system retrieves the 1099 indicator from the FACS Vendor Table. If the vendor is 1099 reportable, a 'Y' will be displayed. If the vendor is not 1099 reportable or is exempt from 1099 reporting, an 'N' will be displayed. This determines if a 1099 Federal Tax form must be completed for the vendor for Federal Income tax reporting purposes. This must exist in Miscellaneous Table V1 (PCHL5750). |
| Created | The system retrieves the date the vendor record was created in the FACS Vendor Table. |
| Alt No | The system retrieves the 10-character vendor ID for an alternate vendor (e.g., parent company) from the FACS Vendor Table. This number is any other vendor ID that the vendor uses. |
| Backup Ind | The system retrieves the backup withholding indicator from the FACS Vendor Table. If backup withholding is not required for the vendor, a 'N' will be displayed. If backup withholding is required, a 'Y' will be displayed. This indicates whether a vendor is subject to the State's withholding payment, and submitting the money to the Federal Government for payment of the vendor's Federal tax liability. |
| Ven Type | The system retrieves a one-character vendor type from the FACS Vendor Table. This must exist in Miscellaneous Table V2 (PCHL5750). |
| Updated | The system retrieves the last update date for this vendor record from the FACS Vendor Table. |
| Note | The system retrieves an 'N' if there are no notes associated with this FACS Vendor Table record, or a 'Y' if notes have been attached to this FACS Vendor Table record. |

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| W-9 | The system retrieves either a 'Y' or 'N' from the FACS Vendor Table to indicate whether or not the vendor has a W-9 income tax withholding form on file. |
| State Tax | The system defaults to 'N' for the State tax. If the vendor is exempt from State tax, a 'Y' is displayed. (Not used in Michigan) |
| Delete | The system retrieves the deletion indicator from the FACS Vendor Table. A 'Y' indicates that the vendor has been marked for deletion, and an 'N' indicates that the vendor has not been marked for deletion. |
| Parent TIN | (Not used in Michigan) |
| DUNN No | (Not used in Michigan) |
| LOC Number | The system retrieves the 12-digit locator number from the FACS Vendor Table. The locator number is used to identify the physical location of the vendor's imaged W9, if one exists. |
| Mail Cd | Enter up to a three-digit mail code to inquire on a specific record. This must exist in the FACS Vendor Address Table. |
| Attn 1 | <u>The system retrieves up to 40 characters for the third line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address. The system retrieves up to 40 characters for the third line of the vendor's address from the FACS Vendor Address Table. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. It is not the vendor's street address.</u> |
| Phone Area Code | The system retrieves the vendor's three-digit telephone area code from the FACS Vendor Address Table. The telephone area code listed for the vendor's Federal Tax Reporting address (mail code 000) is retrieved from the FACS Vendor Table. |
| Phone Number | The system retrieves the vendor's seven-digit phone number from the FACS Vendor Address Table. The phone number listed for the vendor's Federal Tax Reporting address (mail code 000) is retrieved from the FACS Vendor |

Table.

| | |
|---------------|--|
| Extension | The system retrieves up to four characters for the vendor's phone extension from the FACS Vendor Address Table. The phone extension for the vendor's Federal Tax Reporting address (mail code 000) is retrieved from the FACS Vendor Table. |
| Attn 2 | <u>The system retrieves up to 40 characters for the second line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address. The system retrieves up to 40 characters for the second line of the vendor's address from the FACS Vendor Address Table. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. It is not the vendor's street address.</u> |
| Fax Area Code | The system retrieves the vendor's three-digit fax area code from the FACS Vendor Address Table. |
| Fax Number | The system retrieves the vendor's seven-digit fax phone number from the FACS Vendor Address Table. |
| Fax Extension | The system retrieves up to four characters for the vendor's fax number extension from the FACS Vendor Address Table. |
| Attn 3 | <u>The system retrieves up to 40 characters for the first line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address. The system retrieves up to 40 characters for the third line of the vendor's address from the FACS Vendor Address Table. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. It is not the vendor's street address.</u> |
| Street | The system retrieves up to a 40-character street address from the FACS |

| | |
|----------------------------|--|
| | Vendor Address Table. If the vendor uses a P.O. Box, then the P.O. Box will appear on this line. |
| City | The system retrieves up to 25 characters for the vendor's city from the FACS Vendor Address Table. |
| State | The system retrieves the vendor's two-character state code from FACS Vendor Address Table. This code must exist in Miscellaneous Table 84 (PCHL5750). |
| Zip Code | The system retrieves up to a ten-character zip code from FACS Vendor Address Table. If the country is 'USA,' the first five - characters (numeric) will be displayed. If the country is 'CAN,' the first six - characters will be displayed in the following structure: (A/N/A/N/A/N). |
| Carrier Code | (Not used in Michigan) |
| Country Code | The system retrieves the three-digit country code from the FACS Vendor Address Table. This code must exist in the R★STARS D53 Titles profile with the Table ID "CNTY." Country Code Table (PCHL5875). |
| Region Code | (Not used in Michigan) |
| County Code | The system retrieves up to a three-digit county code from the FACS Vendor Address Table. This code must exist in the Miscellaneous Table 86 (PCHL5750). (Not used in Michigan) |
| <u>EFT</u> | The system retrieves a 'Y' if the vendor's mail code is EFT ready (can receive direct deposit payments), or an 'N' if the vendor's mail code is not EFT ready. |
| Business Mail Address (BU) | (Not used in Michigan) |
| BID Mail Address (BI) | The system retrieves a 'Y' from the FACS Vendor Address Table if this is the vendor's bid address, or an 'N' if there is a separate bid address. |
| Payment Mail Address (RM) | The system retrieves a 'Y' from the FACS Vendor Address Table if this is the vendor's remittance address, or an 'N' if there is a separate remittance address (address for mailing payments). |
| PO Mail Address (PO) | The system retrieves a 'Y' from the FACS Vendor Address Table if this is the vendor's purchase order address, or an 'N' if there is a separate purchase |

order address.

| | |
|-----------------|--|
| Contact | The system retrieves up to 40 characters for the name of the vendor's contact person from the FACS Vendor Address Table. |
| Assign To | (Not used in Michigan) |
| Assign To Name | (Not used in Michigan) |
| Payment Type | The system retrieves a two-character payment code from the FACS Vendor <u>Address</u> Table to indicate method of payment. This must exist in Miscellaneous Table V3 (PCHL5750). |
| Account Type | (Not used in Michigan) |
| Account Number | (Not used in Michigan) |
| Route Number | (Not used in Michigan) |
| Deposit Date | (Not used in Michigan) |
| Start Date | The system retrieves up to an eight-digit vendor reg istration <u>istration</u> date or the date the vendor registration was reactivated <u>in</u> from the FACS Vendor Address Table. |
| Account Holder | (Not used in Michigan) |
| Expiration Date | The system retrieves up to an eight-digit date when the vendor registration was inactivated in the FACS Vendor Address Table. |
| Single Check | (Not used in Michigan) |
| Lockbox | (Not used in Michigan) |

5.5201 BIDDER VENDOR/MAIL CODE INQUIRY

| | | | | | | | |
|--|--|---------------------------------|--|---------------|--|---------------|--|
| PCHL5201 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 09/20/2000 | | 9:03 AM | |
| LINK TO: | | BIDDER VENDOR/MAIL CODE INQUIRY | | | | | |
| VENDOR ID : 2ME0104152 - SPEEDY MUFFLER KING | | | | | | | |
| PROPRIETOR: | | EFT: N NAME CNT : SPEE | | | | | |
| 1099 IND: Y CREATED : 01/04/1995 | | ALT. NO.: | | BACKUP IND: N | | | |
| VEN TYPE: 5 UPDATED : 03/28/1998 | | NOTE : Y | | W9: N | | STATE TAX : N | |
| DELETE : N PARENT TIN: | | DUNN NO.: | | LOC NO: | | | |
| ----- | | | | | | | |
| MAIL CD: 001 | | | | | | | |
| ATTN-1: | | PHONE: 313 534-9828 | | | | | |
| ATTN-2: | | FAX : | | | | | |
| ATTN-3: | | | | | | | |
| STREET: 20650 GRAND RIVER | | | | | | MAIL TYPES | |
| CITY: DETROIT | | ST: MI | | ZIP: 48219 | | EFT BU B POM | |
| COUNTRY: USA | | REGION: | | COUNTRY: | | N N Y Y | |
| CONTACT: | | | | | | | |
| STRT DATE: | | | | | | | |
| EXP DATE : | | | | | | | |
| F1-HELP | | F2-SELECT | | F4-ALT NAMES | | F5-NEXT VEN | |
| | | F8-NEXT ADDR | | F9-LINK | | F6-COMMODITY | |
| | | | | | | F11-ADDRESS | |
| | | | | | | F12-STATUS | |

Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F3 is selected. This table inquiry screen displays vendor mail code level information. This screen also contains several elements related to a vendor at the address level. The Vendor Table Inquiry screen (PCHL5200), Bidder Mail Code Table Inquiry screen (PCHL5151), and Payable Mail Code Inquiry screen (PCHL5150) are variations of this screen but do not include all the above data elements.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

| | |
|---------------------------|---|
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |
| F4—Alt Names | The system transfers to the Vendor Alternate Name Table Inquiry screen (PCHL5230). This screen allows the user to view vendor alternate name information. |
| F5—Next | The system retrieves the next bidder vendor/mail code record, based on the vendor ID and mail code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops. |
| F6—Commodity | The system transfers to the Commodity by Vendor screen (PCHL5410). This screen allows the user to view commodities which can be supplied by a given vendor. |
| F8—Next Addr | The system retrieves the next address record, based on the vendor ID and mail code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first address record. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Address | The system transfers to the Vendor Address Summary Inquiry screen (PCHL5220). This screen allows the user to view vendor's addresses and associated mail codes. |
| F12—Status | The system transfers to the Vendor Class/Status Code Inquiry screen (PCHL5210). This screen allows the user to view the vendor's class/status codes. |
| ENTER— Inquire | The system retrieves the vendor's bidder vendor/mail code record, based on the vendor ID and mail code displayed on the screen. If the vendor ID currently displayed does not exist, or no mail codes are found, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|----------------|--|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor name, based on the vendor ID entered. |
| Proprietor | The system retrieves up to a 50-character proprietor name. |
| <u>EFT</u> | <u>The system retrieves a 'Y' if the vendor is EFT ready (can receive direct deposit payments), or an 'N' if the vendor is not EFT ready.</u> |
| Name Cnt | The system retrieves up to a four-character name control code. This field is used for 1099 reporting and is required in order to comply with IRS regulations. |
| 1099 Ind | The system retrieves the 1099 indicator. If the vendor is 1099 reportable, a 'Y' will be displayed. If the vendor is not 1099 reportable or is exempt from 1099 reporting, an 'N' will be displayed. This determines if a 1099 Federal Tax form must be completed for the vendor for Federal Income tax reporting purposes. This must exist in Miscellaneous Table V1 (PCHL5750). (Required) |
| Created | The system displays the date the vendor record was created. |
| Alt No | The system retrieves the 10-character vendor ID for an alternate vendor (e.g., parent company). This number is any other vendor ID that the vendor uses. |
| Backup Ind | The system retrieves the backup withholding indicator. If backup withholding is not required for the vendor, an 'N' will be displayed. If backup withholding is required, a 'Y' will be displayed. This indicates whether a vendor is subject to the State's withholding payment, and submitting the money to the Federal Government for payment of the vendor's Federal tax liability. |

| | |
|-----------------|---|
| Ven Type | The system retrieves a one-character vendor type. This must exist in Miscellaneous Table V2 (PCHL5750). |
| Updated | The system displays the last update date for this vendor record. |
| Note | The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached. |
| W-9 | The system retrieves a 'Y' if the vendor has a W-9 income tax withholding form on file, or an 'N' if the vendor does not have a W-9 on file. |
| State Tax | The system defaults to 'N' for the State tax. If the vendor is exempt from State tax, enter 'Y.' (Not used in Michigan) |
| Delete | The system displays a 'Y' if the vendor has been marked for deletion, or an 'N' if the vendor has not been marked for deletion. |
| Parent TIN | (Not used in Michigan) |
| DUNN No | (Not used in Michigan) |
| LOC Number | The system retrieves the 12-digit locator number used to identify the physical location of the vendor's imaged W9, if there is one. |
| Mail Cd | Enter up to a three-digit mail code to inquire on a specific record. This must exist in the Vendor Table Inquiry screen (PCHL5200). |
| Attn-1 | The system retrieves up to 40 characters for the third first line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceeded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceeded with the characters '% ' or 'C/O'. Attention Line information is not the vendor's street address. |
| Phone Area Code | The system retrieves the vendor's three-digit telephone area code. |
| Phone Number | The system retrieves the vendor's seven-digit phone number. |
| Extension | The system retrieves up to four characters for the vendor's phone extension. |

| | |
|---------------|---|
| Attn-2 | The system retrieves up to 40 characters for the second <u>first</u> line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceeded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceeded with the characters- '%' or 'C/O'. Attention Line information is not the vendor's street address. |
| Fax Area Code | The system retrieves the vendor's three-digit fax area code. |
| Fax Number | The system retrieves the vendor's seven-digit fax phone number. |
| Fax Extension | The system retrieves up to four characters for the vendor's fax number extension. |
| Attn-3 | The system retrieves up to 40 characters for the first line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceeded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceeded with the characters - '%' or 'C/O'. Attention Line information is not the vendor's street address. |
| Street | The system retrieves up to a 40-character street address. If the vendor uses a P.O. Box, then the P.O. Box will appear on this line. |
| City | The system retrieves up to 25 characters for the vendor's city. |
| State | The system retrieves the vendor's two-character state code. This must exist in Miscellaneous Table 84 (PCHL5750). |
| Zip Code | The system retrieves up to a ten-character zip code. If the country is 'USA,' the first five-characters (numeric) will be displayed. If the country is 'CAN,' the first six-characters are required and will be displayed in the following structure: (A/N/A/N/A/N). |
| Carrier Code | (Not used in Michigan) |
| Country Code | The system retrieves the three-digit country code. This code must exist in the <u>R★STARS D53 Titles profile with the Table ID "CNTY."</u> Country Code Table (PCHL5875). |

| | |
|----------------------------|--|
| Region Code | (Not used in Michigan) |
| County Code | The system retrieves up to a three-digit county code. This code must exist in the Miscellaneous Table 86 (PCHL5750)._ <u>(Not used in Michigan)</u> |
| <u>EFT</u> | <u>The system retrieves a 'Y' if the vendor's mail code is EFT ready (can receive direct deposit payments), or an 'N' if the vendor's mail code is not EFT ready.</u> |
| Business Mail Address (BU) | (Not used in Michigan) |
| BID Mail Address (BI) | The system retrieves a 'Y' if this is the vendor's bid address, or an 'N' if there is a separate bid address. |
| Payment Mail Address (RM) | The system retrieves a 'Y' if this is the vendor's remittance address, or <u>an</u> 'N' if there is a separate remittance (address for mailing payments). |
| PO Mail Address (PO) | The system retrieves a 'Y' if this is the vendor's purchase order address, or an 'N' if there is a separate purchase order address. |
| Contact | The system retrieves up to 40 characters for the name of the vendor's contact person. |
| Start Date | The system retrieves up to an eight-digit vendor registration date or the date the vendor registration was reactivated. |
| Expiration Date | The system retrieves up to an eight-digit date when the vendor registration was inactivated. |

5.5210 VENDOR CLASS/STATUS CODE TABLE INQUIRY

| | | | | | | | |
|--|----------------------------------|---------------------|------------|------------|------------|------------|---------------|
| PCHL5210 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 12:00 PM | | | | | |
| LINK TO: | VENDOR CLASS/STATUS CODE INQUIRY | | | | | | |
| VENDOR ID: 1300000000 - JEANS COPYING SHOP | | | | | | | |
| S | CLS | STA | START DATE | END DATE | \$ RANGE 1 | \$ RANGE 2 | CERTIFICATION |
| S | 001 | 022 | 03/21/1994 | 04/21/1994 | | | |
| | 001 | 022 | 04/06/1994 | 05/23/1995 | | | |
| | 001 | 022 | 06/21/1994 | 07/03/1994 | | | |
| | 001 | 022 | 11/24/1993 | 01/14/1995 | | | |
| F1-HELP F2-SELECT F5-NEXT | | | | | | | |
| F8-NEXT PG F9-LINK | | | | | | | |

Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F7 is selected. This inquiry screen displays vendor status/class codes. The user may select a vendor and access other screens for more detailed information.

Available Function Keys

| Function Key | Action |
|------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. |
| F5—Next | The system retrieves the next vendor class/status record, based on the vendor ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If |

the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops.

F8—Next Pg The next page of class/status combinations is retrieved and displayed, based on the vendor ID and last class/status combination displayed. If the last class/status combination is already displayed, an error message is shown.

F9—Link The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.

**ENTER—
Inquire** The system retrieves the vendor class/status record, based on the vendor ID displayed on the screen. If the vendor ID currently displayed does not exist, or no class/status combinations are found, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|---------------------|--|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor's name, based on the vendor ID entered. |
| Selection Indicator | Enter an 'S' in this field to select a class/status combination. |
| Cls | The system retrieves a three-character classification code for the vendor. This must exist in the Vendor Classification Code Table (PCHL5810). |
| Sta | The system retrieves a three-character status code for the vendor. This must exist in the Vendor Status Code Table (PCHL5800). |
| Start | The system retrieves up to an eight-digit valid start date for the vendor's Class/Status record. |

End The system retrieves up to an eight-digit valid end date for the vendor's Class/Status record.

\$ Range 1 **(Not used in Michigan)**

\$ Range 2 **(Not used in Michigan)**

Certification **(Not used in Michigan)**

5.5220 VENDOR ADDRESS SUMMARY INQUIRY

```

PCHL5220 V4.1          ADVANCED PURCHASING/INVENTORY    10/16/1997    2:04 PM
LINK TO:              VENDOR ADDRESS SUMMARY INQUIRY

VENDOR ID.: 2360708800 - CRAIN COMMUNICATIONS INC          NOTE: N

S   CODE   ADDRESS
001
      1400 WOODBRIDGE AV          BU:Y BI:Y RM:Y PO:Y
CITY: DETROIT          ST: MI ZIP: 48207          ACTIVE:Y
003
      PO BOX 64572          BU:N BI:N RM:Y PO:N
CITY: DETROIT          ST: MI ZIP: 48207          ACTIVE:Y
006 SUBSCRIPTION DEPT
      965 E JEFFERSON AVE          BU:Y BI:Y RM:Y PO:Y
CITY: DETROIT          ST: MI ZIP: 48207-9900        ACTIVE:Y
007 CRAIN'S DETROIT BUSINE
      1400 WOODBRIDGE AV          BU:Y BI:Y RM:Y PO:Y
CITY: DETROIT          ST: MI ZIP: 48207          ACTIVE:Y
008 DETROIT MONTHLY
      PO BOX 33377          BU:N BI:N RM:Y PO:N
CITY: DETROIT          ST: MI ZIP: 48232-9887        ACTIVE:Y
F1-HELP  F2-SELECT          F5-NEXT
      F8-NEXT PG  F9-LINK

```

```

PCHL5220 V4.1          ADVANCED PURCHASING/INVENTORY    09/21/2000    1:52 PM
LINK TO:              VENDOR ADDRESS SUMMARY INQUIRY

VENDOR ID.: 2383210723 - CEDAR STREET ANIMAL HOSPITAL      NOTE: Y

S   CODE   ADDRESS
000
      5325 S CEDAR          EFT:N BU:Y BI:N RM:N PO:N
CITY: LANSING          ST: MI ZIP: 48911          ACTIVE:Y
001
      5325 S CEDAR          EFT:N BU:Y BI:Y RM:Y PO:Y
CITY: LANSING          ST: MI ZIP: 48911          ACTIVE:Y

F1-HELP  F2-SELECT          F5-NEXT
      F8-NEXT PG  F9-LINK

```

Screen Description

This screen is accessed from the Vendor Maintenance/Inquiry menu (PCHL5001) when F8 is selected. This inquiry screen displays vendor ID and names and their mail codes. The user may select a mail code and access other screens for more detailed information.

Available Function Keys

| Function Key | Action |
|----------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. The system transfers to the Vendor Table Maintenance Inquiry screen (PCHL5200) for the record marked with an 'S' in the selection indicator column. This screen allows the user to view detail for the vendor selected. |
| F5—Next | The system retrieves the next vendor record, based on the vendor ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops. |
| F8—Next Pg | The next page of mail codes is retrieved and displayed, based on the vendor ID and last mail code displayed. If the last mail code is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER—Inquire | The system retrieves the record, based on the vendor ID entered. If the vendor ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------|---|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When |

this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. The vendor ID must exist in the Vendor Table [Inquiry screen](#) (PCHL5200). (Required)

| | |
|---------------------|---|
| Vendor Name | The system retrieves the vendor's name based on the vendor ID entered. |
| Note | The system displays 'N' if there are no notes associated with the vendor record, or 'Y' if notes have been attached. |
| Select-Indicator | Enter an 'S' in this field to select a mail code. When F2 is selected, the system transfers to the Vendor Table InquiryMaintenance screen (PCHL5200). This screen allows the user to view the vendor detail for the selected mail code. (Optional) |
| Code | The system retrieves the three-digit mail code, based on the vendor ID entered. |
| Address | The system retrieves vendor's address, based on the mail code displayed. Attention lines 1, 2, and 3 are placed to the right of the mail code and the street address is placed below the attention lines. |
| EFT | The system retrieves the EFT indicator, based on the mail code displayed. A value of 'Y' indicates that the vendor's mail code is EFT ready (can receive direct deposit payments). A value of 'N' indicates that the vendor's mail code is not EFT ready. |
| BU | The system retrieves the business address indicator, based on the mail code displayed. A 'Y' indicates that the address is the business address, and an 'N' indicates that the address is not the business address. (Not used in Michigan) |
| BI | The system retrieves the bid address indicator, based on the mail code displayed. A 'Y' indicates that the address is used for submitting bids, and an 'N' indicates that the address is not used for submitting bids. |
| RM | The system retrieves the remittance address indicator, based on the mail code displayed. A 'Y' indicates that the address is used for mailing remittances, and an 'N' indicates that the address is not used for mailing remittances. |
| PO | The system retrieves the purchase order address indicator, based on the mail code displayed. A 'Y' indicates that the address is used for mailing purchase orders, and an 'N' indicates that the address is not used for |

mailing purchase orders.

City The system retrieves the vendor's city, based on the mail code displayed.

St The system retrieves the vendor's state, based on the mail code displayed.

Zip The system retrieves the vendor's zip code, based on the mail code displayed.

Active The system retrieves a 'Y' if the mail code is active, or an 'N' if it is not active.

5.5230 VENDOR ALTERNATE NAME TABLE INQUIRY

```

PCHL5230 V4.1                ADVANCED PURCHASING/INVENTORY    08/15/1994  12:00 PM
LINK TO:                      VENDOR ALTERNATE NAME INQUIRY

VENDOR ID.: 1200000000 - ACMES SALES, INC

      ALTERNATE NAMES
      GENERAL ELECTRIC
      GENERAL ELECTRIC HOLDING COMPANY
      G E
      G.E.

F1-HELP                      F8 - NEXT PG      F9-LINK                      F5-NEXT

```

Screen Description

This screen is accessed from the Vendor Table Inquiry screen (PCHL5200) , Payable Mail Code Table Inquiry screen (PCHL5150), Bidder Mail Code Inquiry screen (PCHL5151), or Bidder Vendor/Mail Code Table Inquiry screen (PCHL5201), when F4 is selected. This table inquiry screen displays commonly used names for a vendor. Alternate names for a vendor can be viewed using this screen.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|----------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F5—Next | The system retrieves the next alternate name record, based on the vendor ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first alternate name record. If the next vendor is confidential (Vendor Type '8' or '9'), a |

message is shown and processing stops.

| | |
|---------------------------|--|
| F8—Next Pg | The next page of alternate names is retrieved and displayed, based on the vendor ID and last alternate name displayed. If the last alternate name is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the vendor alternate name record, based on the vendor ID displayed on the screen. If the vendor ID currently displayed does not exist, or no alternate names are found, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-----------------|--|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. This record <u>must</u> exist in the Vendor Inquiry Table screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor’s name, based on the vendor ID entered. |
| Alternate Names | The system retrieves up to a 50-character alternate vendor name. Up to 14 alternate names can be displayed on each page. |

5.5280 VENDOR PERFORMANCE INQUIRY

| | | | | | |
|---|-------------|-------------------------------|-----------------------------------|--------------|---------|
| PCHL5280 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 06/27/1996 | 4:13 PM |
| LINK TO: | | VENDOR PERFORMANCE INQUIRY | | | |
| VENDOR ID : 3587340999 000 XYZ LANDSCAPE SUPPLIES | | | | | |
| S | PERF ID | PERF CODE | PERFORMANCE DESCRIPTION | DISP CODE | STATUS |
| | 472Y6000001 | SOV | FREQUENTLY LATE WITH DELIVERY | CX | POST |
| | 472Y6000002 | TMD | DELIVERIES ARE BEING MADE ON TIME | | NOPT |
| F1-HELP | | | | | |
| F8-NEXT PG | | F9-LINK | | F5-NEXT | |
| | | | | F6-VW PERF | |
| | | | | F11-VW DISP | |

Screen Description

This screen is accessed from the Vendor Performance/Inquiry menu (PCHL5002) when F3 is selected. This inquiry screen allows the user to view all performance issues entered for a given vendor. This screen also provides the functionality to select a specific performance document and transfer to the detail performance entry screens to obtain detailed vendor performance information.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

F5—Next The system retrieves the next vendor performance record, based on the vendor ID and mail code displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record.

| | |
|----------------------|---|
| F6—Vw Perf | The system transfers to the Vendor Performance screen (PCHL5260) for the document selected. This screen allows the user to view the vendor performance record. |
| F8—Next Pg | The next page of performance IDs are retrieved and displayed, based on the vendor ID displayed. If the last page is already displayed, a message is shown and processing stops. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Vw Disp | The system transfers to the Vendor Performance Disposition screen (PCHL5270) for the document selected. This screen allows the user to view the vendor performance disposition record. |
| Enter—Inquiry | The system retrieves the vendor performance information based on the vendor ID and mail code displayed on the screen. If the vendor ID or mail code do not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| | |
|------------------|--|
| Vendor ID | Enter up to a 10-character vendor ID to inquire on a specific vendor’s record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor ID displayed, the vendor ID is retrieved. This ID must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Mail Code | Enter up to a three-digit vendor mail code. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor’s name, based on the vendor ID entered. |
| Select Indicator | Enter an ‘S’ in this field to select a performance record. When F6 is selected, the system transfers to the Vendor Performance Maintenance screen (PCHL5260). This screen allows the user to view the vendor performance record. When F11 is selected, the system transfers to the Vendor Performance Disposition screen (PCHL5270). This screen allows the user to view the vendor disposition record. (Optional) |

| | |
|-------------------------|--|
| Perf ID | The system retrieves the performance ID for the vendor ID and mail code displayed. The user may enter a performance ID for inquiry purposes. |
| Perf Code | The system retrieves the performance code for the performance ID displayed. |
| Performance Description | The system retrieves the performance description for the performance ID displayed. |
| Disp Code | The system retrieves the disposition code for the performance ID displayed. |
| Status | The system retrieves the status of the performance document displayed. |

5.5410 COMMODITY BY VENDOR

| | | | |
|--|-------------------------------|-----------------------|----------|
| PCHL5410 V4.1 | ADVANCED PURCHASING/INVENTORY | 08/15/1994 | 12:00 PM |
| LINK TO: | COMMODITY BY VENDOR | | |
| VENDOR : 100000 | ACME SALES | | |
| MAIL CD: 002 | | | |
| S | COMMODITY ID | COMMODITY NAME | |
| | 1000-1000000-10 | PEN, BLACK BALL POINT | |
| | 2000-2000000-20 | YELLOW PAPER PADS | |
| | 1234-0002332-10 | RULERS | |
| | 4455-4123458-45 | PENCILS, #2 | |
| F1-HELP F2-SELECT F4-ALT NAMES F5-NEXT | | | |
| F8-NEXT PG F9-LINK | | | |

Screen Description

The screen is accessed from the Cross Reference menu (PCHL5400) when F1 is selected. This screen displays commodities available from a given vendor. From this screen, the user can select a commodity and transfer to the Commodity Table Maintenance screen (PCHL5100), where the commodity record can be viewed and/or updated.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|------------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. If an 'S' is entered in the selection indicator field, the system transfers to the Commodity Table Maintenance screen (PCHL5100) for the |

commodity ID selected. This screen allows the user to view the associated commodity detail information.

- F4—Alt Names** The system transfers to the Commodity Alternate Name Maintenance screen (PCHL5105). This screen allows the user to view and/or update the alternate names for the selected commodity.
- F5—Next** The system retrieves the next vendor/commodity cross-reference record, based on the vendor ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first vendor record. If the next vendor is confidential (Vendor Type ‘8’ or ‘9’), a message is shown and processing stops.
- F8—Next Pg** The next page of commodities is retrieved and displayed, based on the vendor ID and last commodity ID displayed. If the last commodity ID is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- ENTER—
Inquire** The system retrieves the vendor/commodity cross-reference, based on the vendor ID and mail code displayed on the screen. If the vendor ID currently displayed does not exist, or no commodities are found, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|---------------------|---|
| Vendor | Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific vendor record displayed, the vendor ID is retrieved. This ID must exist on the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Vendor Name | The system retrieves the vendor's name, based on the vendor ID entered. |
| Mail Cd | Enter up to a three-digit mail code. This must exist in the Vendor Table Inquiry screen (PCHL5200). (Required) |
| Selection Indicator | Enter an 'S' in this field to select a commodity ID. When F2 is selected, the system transfers to the Commodity Table Maintenance screen (PCHL5100). This screen displays the commodity detail information. When F4 is selected, the system transfers to the Commodity Alternate Name Maintenance screen (PCHL5105). This screen displays alternate names for the selected commodity. |
| Commodity ID | The system retrieves the commodity ID when inquiring on an existing cross-reference record. Up to 14 commodity IDs can be displayed on each page. This must exist in the Commodity Table (PCHL1100). |
| Commodity Name | The system retrieves commodity name, based on the commodity ID entered. |

5.5420 VENDOR BY COMMODITY

| | | | | | |
|-------------------|------------|--|-------------------------------|--------------------|----|
| PCHL5420 V4.1 | | ADVANCED PURCHASING/INVENTORY | | 05/09/1997 99:99PM | |
| LINK TO: XXXX | | VENDOR BY COMMODITY | | | |
| COMMODITY: 350-70 | | FLAGS, STATE AND U.S.: COTTON, NYLON, PO | | | |
| S | VENDOR ID | MAIL CD | VENDOR NAME | CITY | ST |
| | 2112635122 | 001 | ALLEGIANCE FLAG AND BANNER CO | BOSTON | MA |
| | 2221896537 | 006 | METRO FLAG INC | DOVER | NJ |
| | 2221896537 | 007 | METRO FLAG INC | DOVER | NJ |

| | | | |
|------------|-----------|--------------|------------|
| F1-HELP | F2-SELECT | F4-ALT-NAMES | F5-NEXT |
| F8-NEXT PG | F9-LINK | F11-ADDRESS | F12-STATUS |

Screen Description

This screen is accessed from the Cross Reference menu (PCHL5400) when F2 is selected. This inquiry screen allows the user to view the commodity/vendor cross-reference. From this screen the user can select a vendor and transfer to the Vendor Table Inquiry screen (PCHL5200), where the vendor record can be viewed.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the Table Lookup screen (PCHL5999) when the cursor is positioned on certain table fields. This screen allows the user to select and return an appropriate entry by entering an 'S' in the selection indicator column and pressing the appropriate function key to retrieve the selection. The system will transfer to the Vendor Table Inquiry screen |

(PCHL5200) when an 'S' is entered in the selection indicator field. This screen allows the user to view the detail for the selected vendor ID.

- F4—Alt-Names** The system transfers to the Vendor Alternate Name Table Inquiry screen (PCHL5230). This screen allows the user to view the alternate names for the selected vendor.
- F5—Next** The system retrieves the next vendor/commodity cross-reference record, based on the commodity ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first commodity record. If the next vendor is confidential (Vendor Type '8' or '9'), a message is shown and processing stops.
- F8—Next Pg** The next page of vendors is retrieved and displayed, based on the commodity ID and last vendor ID displayed. If the last vendor ID is already displayed, an error message is shown.
- F9—Link** The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops.
- F11—Address** The system transfers to the Vendor Address Summary Inquiry screen (PCHL5220). This screen allows the user to view the mail codes and associated addresses for the selected vendor.
- F12—Status** The system transfers to the Vendor Class/Status Code Table Inquiry screen (PCHL5210). This screen allows the user to view the vendor class/status code detail for the selected vendor.
- ENTER—
Inquire** The system retrieves the vendor/commodity cross-reference record based on the commodity ID displayed on the screen. If the commodity ID currently displayed does not exist, or no vendor IDs are found, an error message is displayed and processing stops.
- CL—Exit** The system transfers to the previously viewed screen.

Input Coding Instructions**Element Description**

| | |
|---------------------|--|
| Commodity | Enter up to an 11-character commodity ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific commodity record displayed, the commodity ID is retrieved. This must exist in the Commodity Table (PCHL5100). (Required) |
| Commodity Name | The system retrieves the commodity name, based on the commodity ID entered. |
| Selection Indicator | Enter an 'S' in this field to select a line. Depending on the function key selected, the system transfers to the Vendor Table Inquiry screen (PCHL5200), the Vendor Alternate Name Inquiry screen (PCHL5230), the Vendor Address Summary Inquiry screen (PCHL5220), or the Vendor Class/Status Code Inquiry screen (PCHL5210). |
| Vendor ID | The system retrieves the vendor ID when inquiring on an existing cross-reference record. Up to 14 vendor IDs can be displayed on each page. This must exist in the Vendor Table Inquiry screen (PCHL5200). |
| Mail Code | The system retrieves the vendor's mail code when inquiring on an existing cross-reference record. This must exist in the Vendor Table Inquiry screen (PCHL5200). |
| Vendor Name | The system retrieves the vendor name, based on the vendor ID entered. |
| City | The system retrieves the vendor's city, based on the vendor ID and mail code entered. |
| St | The system retrieves the vendor's state, based on the vendor ID and mail code entered. |

5.5999 TABLE LOOKUP

| | | | | | |
|--------------|------------------|-------------------------------|---------------------|------------|---------|
| PCHL5999 | | ADVANCED PURCHASING/INVENTORY | | 09/21/2000 | 2:07 PM |
| TABLE LOOKUP | | | | | |
| S | VENDOR MAIL CODE | EFT | TITLE | | |
| ----- | | | | | |
| | 000 | Y | 2929 WALKER AVE NW | | |
| | 001 | Y | 2929 WALKER NW | | |
| | 003 | N | 4411 PLAINFIELD NE | | |
| | 006 | Y | 4411 PLAINFIELD NE | | |
| | 007 | Y | 2929 WALKER AVE NW | | |
| | 008 | Y | P O BOX 1747 | | |
| | 009 | Y | 5125 W SAGINAW | | |
| | 010 | Y | 1220 N LAFAYETTE | | |
| | 011 | N | 1540 28TH ST SE | | |
| | 012 | Y | 3757 PLAINFIELD NE | | |
| | 013 | Y | 2750 S STATE RD | | |
| | 016 | Y | 2177 W COLUMBIA AVE | | |
| | 018 | Y | 430 N BEACON PLAZA | | |
| | 019 | Y | 700 W NORTON AVE | | |
| | 020 | Y | 2425 ALPINE NW | | |
| F2-SELECT | | | | | |
| F8-NEXT PG | | | | | |

Screen Description

This screen is accessed from numerous screens when F2 is selected. This inquiry screen allows the user to select an appropriate entry for the field that the cursor was positioned on when the Table Lookup screen was accessed. This screen includes all the miscellaneous tables in use in the system.

Available Function Keys

| Function Key | Action |
|-------------------|---|
| F2—Select | The system transfers back to the accessing data field with the record marked with an 'S' in the selection indicator column, returning the selected data to the data field. |
| F8—Next Pg | The next page of Table Lookup data is retrieved and displayed, based on the accessing data field, and last data code displayed. If the last data code is already displayed, processing resumes at the first page. |

Input Coding Instructions

| Element | Description |
|------------------|--|
| Select Indicator | Enter an 'S' in this field and select F2 to return the appropriate data to the accessing data field. |

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5.8700 CS138 CHANGE ORDER INQUIRY

| | | | |
|--------------------------------|-------------------------------|------------|-------------|
| PCHL8700 V4.1 | ADVANCED PURCHASING/INVENTORY | 11/05/1999 | 11:52 AM |
| LINK TO: | CS138 CHANGE ORDER INQUIRY | PAGE | 01 OF 01 |
| CS138 ID: 071S0000078 | | | |
| ----- | | | |
| S | CHANGE ORDER ID | SEQ NO | TYPE STATUS |
| | 071C0000015 | 001 | A POST |
| | 071C0000017 | 002 | 5 HOLD |
| | | | |
| F1-HELP F2-SELECT F5-NEXT | | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | |

Screen Description

This screen is accessed from the Change Order menu (PCHL8000) when F6 is selected. This inquiry screen allows the user to view change orders written against a specific CS138.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|--------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the appropriate screen for the record marked with an 'S' in the selection indicator column. If the document was changed, the system transfers to the Advice of Change screen (PCHL8010). If the document was canceled, the system transfers to the Document Cancellation screen (PCHL8500). These screens allow the user to view the change order document. |
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of change orders is retrieved and displayed, based on the CS138 ID and first change order ID displayed. If the first change order ID |

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is already displayed, an error message is shown.

| | |
|---------------------------|---|
| F8—Next Pg | The next page of change orders is retrieved and displayed, based on the CS138 ID and last change order ID displayed. If the last change order ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID displayed. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|--|
| CS138 ID | Enter up to a 12-character CS138 ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Select Indicator | Enter an ‘S’ in this field to select a change order document. When F2 is selected, the system transfers to the Advice of Change screen (PCHL8010) for an advice of change document, or to the Document Cancellation screen (PCHL8500) for cancelled documents. These screens allow the user to view the change order document. |
| Change Order ID | The system retrieves the change order ID for each change order written against the entered CS138 ID. |
| Seq No | The system retrieves the change sequence number, based on the change order ID displayed. |
| Type | The system displays one of the following change order types: 5 — Document Cancellation A — Advice of Change |

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| | |
|--------|---|
| Status | The change order status is displayed. When 'POST' is displayed, the change order document has been posted. When 'HOLD' is displayed, the cancellation document is not posted. Unposted change order documents do not appear on this screen. |
|--------|---|

| | |
|---------------------------|---|
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of change orders is retrieved and displayed, based on the requisition ID and first change order ID displayed. If the first change order ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of change orders is retrieved and displayed, based on the requisition ID and last change order ID displayed. If the last change order ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the “Link To” field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|------------------|--|
| Requisition ID | Enter up to a 12-character requisition ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Select Indicator | Enter an ‘S’ in this field to select a change order document. When F2 is selected, the system transfers to the Advice of Change screen (PCHL8010) for an advice of change document, or to the Document Cancellation screen (PCHL8500) for cancelled documents. These screens allow the user to view the change order document. |
| Change Order ID | The system retrieves the change order ID for each change order written against the entered requisition ID. |
| Seq No | The system retrieves the change sequence number, based on the change order ID displayed. |

| | |
|--------|---|
| Type | The system displays one of the following change order types: 5 — Document Cancellation A — Advice of Change |
| Status | The change order status is displayed. When 'POST' is displayed, the change order document has been posted. When 'HOLD' is displayed, the cancellation document is not posted. Unposted change order documents do not appear on this screen. |

5.8900 PURCHASE ORDER CHANGE ORDER INQUIRY

PCHL8900 V4.1 ADVANCED PURCHASING/INVENTORY 08/15/1994 12:00 PM
LINK TO: PURCHASE ORDER CHANGE ORDER INQUIRY PAGE 00 OF 00

PURCHASE ORDER: 027P5200075

| S | CHANGE ORDER ID | SEQ NO | TYPE | STATUS |
|---|-----------------|--------|------|--------|
| | 027C5200186 | 001 | A | POST |

F1-HELP F2-SELECT F5-NEXT
F7-PRIOR PG F8-NEXT PG F9-LINK

PCHL8900 V4.1 ADVANCED PURCHASING/INVENTORY 11/16/1999 3:16 PM
LINK TO: PURCHASE ORDER CHANGE ORDER INQUIRY PAGE 01 OF 01

PURCHASE ORDER: 071P0000012

| S | CHANGE ORDER ID | SEQ NO | TYPE | STATUS |
|---|-----------------|--------|------|--------|
| | 071C9001515 | 001 | A | POST |
| | 071C9003517 | 002 | A | POST |
| | 071C9003518 | 003 | 5 | HOLD |

F1-HELP F2-SELECT F5-NEXT
F7-PRIOR PG F8-NEXT PG F9-LINK

Screen Description

This screen is accessed from the Change Order menu (PCHL8000) when **F7F8** is selected. This inquiry screen allows the user to view change orders written against a specific purchase order.

For start-up processing, the current date and time are retrieved and moved to the appropriate fields.

Available Function Keys

| Function Key | Action |
|---------------------------|---|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
| F2—Select | The system transfers to the appropriate screen for the record marked with an 'S' in the selection indicator column. If the document was changed, the system transfers to the Advice of Change screen (PCHL8010). If the document was canceled, the system transfers to the Document Cancellation screen (PCHL8500). These screens allow the user to view the change order document. |
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown and processing begins with the first document record. |
| F7—Prior Pg | The previous page of change orders is retrieved and displayed, based on the purchase order ID and first change order ID displayed. If the first change order ID is already displayed, an error message is shown. |
| F8—Next Pg | The next page of change orders is retrieved and displayed, based on the purchase order ID and last change order ID displayed. If the last change order ID is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|---------|-------------|
|---------|-------------|

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| | |
|------------------|--|
| Purchase Order | Enter up to a 12-character purchase order ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |
| Select Indicator | Enter an 'S' in this field to select a change order document. When F2 is selected, the system transfers to the Advice of Change screen (PCHL8010) for an advice of change document, or to the Document Cancellation screen (PCHL8500) for cancelled documents. These screens allow the user to view the change order document. |
| Change Order ID | The system retrieves the change order ID for each change order written against the entered purchase order ID. |
| Seq No | The system retrieves the change sequence number, based on the change order ID displayed. |
| Type | The system displays one of the following change order types: 5 — Document Cancellation A — Advice of Change |
| Status | The change order status is displayed. When 'POST' is displayed, the change order document has been posted. When 'HOLD' is displayed, the change order cancellation document is not posted. Unposted change order documents do not appear on this screen. |

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5.9000 HELP INQUIRY

```
PCHL9000 V4.1          ADVANCED PURCHASING/INVENTORY    08/15/1994    12:00 PM
LINK TO:                HELP INQUIRY                    PAGE: 01 OF 02
```

```
PROGRAM ID: 2100
INDEX      : 00
```

OVERVIEW

THE REQUISITION HEADER ENTRY SCREEN ALLOWS THE USER TO ENTER REQUISITION HEADER INFORMATION, WHICH APPLIES TO THE ENTIRE REQUISITION DOCUMENT. THIS INFORMATION INCLUDES ORDERING DEPARTMENT DATA, DOCUMENT TYPE, DUE DATE, INTERFACE TYPE, AND ACCOUNTING DISTRIBUTION METHOD.

AFTER REQUISITION HEADER INFORMATION IS COMPLETELY ENTERED, THE SYSTEM TRANSFERS TO THE REQUISITION DETAIL ENTRY SCREEN (PCHL2110) WHERE THE USER CAN ENTER REQUISITION DETAIL INFORMATION.

THE REQUISITION HEADER ENTRY SCREEN CAN ALSO BE USED TO INQUIRE ON EXISTING REQUISITIONS. BY ENTERING THE APPROPRIATE REQUISITION ID AND SELECTING THE <ENTER> KEY, THE SYSTEM WILL RETRIEVE AND DISPLAY THE REQUISITION HEADER INFORMATION ASSOCIATED WITH THAT REQUISITION ID.

```
F7—PRIOR PG          F8—NEXT PG
```

Screen Description

This screen is accessed when the word 'HELP' is entered in the "Link To" field of any screen, and F9 is selected. This inquiry screen displays specific help and information for the screen from which it was accessed. The baseline version usually contains the following levels of information: index level '00' contains a high level screen description; index level '01' contains the available function keys and their actions; and index level '02' contains the input coding instructions.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------------|--|
| F7—Prior Pg | The previous page of help text is retrieved and displayed, based on the program ID and index displayed. If the first page is already displayed, an error message is shown. |
| F8—Next Pg | The next page of help text is retrieved and displayed, based on the program ID and index displayed. If the last page is already displayed, an error message is shown. |

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**ENTER—
Inquire** The system retrieves the help text, based on the program ID and index entered. If the program ID currently displayed does not exist, an error message is displayed and processing stops.

CL—Exit The system transfers to the previously viewed screen.

Input Coding Instructions

| Element | Description |
|------------|---|
| Page | The system retrieves the current page number. Enter a two-digit page number to inquire on a specific help text page. (Required) |
| Program ID | The system retrieves the program ID, based on the accessing screen number. |
| Index | The system defaults to '00' and the first page of screen description text. Enter a different two-digit help index number to inquire on additional help information. Enter '00' for the screen description, '01' for function key definitions, or '02' for data field input instructions. (Required) |

5.9220 DOCUMENT AUTHORIZATION TRACKING — ACTIVE

| | | | | | | |
|--------------------------------|--|-------------|----------|-------------|----------|------|
| PCHL9220 V4.1 | ADVANCED PURCHASING/INVENTORY | 01/16/1996 | 12:00 PM | | | |
| LINK TO: | DOCUMENT AUTHORIZATION TRACKING - ACTIVE | PAGE | 00 OF 00 | | | |
| DOCUMENT ID : RQ00045 | | NOTEPAD : Y | | | | |
| DEPT | USER | LEVEL | CHNG | APRV | ACTIVITY | DAYS |
| 1 1000 | JAMES HANCOCK | 100 | Y | INIT | DATE | OUT |
| 2 | BRIAN ALEXANDER | 500 | N | AUTH | | |
| 3 4000 | DAVID AMICO | 600 | Y | AUTH | | |
| 4 | ELIZABETH HENDERSON | 250 | Y | AUTH | | |
| F1-HELP | | | | F5-NEXT | | |
| F7-PRIOR PG F8-NEXT PG F9-LINK | | | | F11-NOTEPAD | | |

Screen Description

This screen is accessed from the Document Authorization menu (PCHL9200) when F2 is selected. This inquiry screen displays the approval path of an “active” document — a document which is currently in approval.

This screen goes against the Document Approval Tracking file and is designed to provide a snapshot of the document’s progress through the approval process, and remaining stations. Documents which have not completed the approval process are displayed in the Document Authorization Tracking — Active screen.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys**Function Key Action**

F1—Help The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected.

| | |
|---------------------------|---|
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown. |
| F7—Prior Pg | The previous page of users/levels (approval stations) on the document's approval path is retrieved and displayed, based on the document ID and first user/level displayed. If the first user/level is already displayed, an error message is shown. |
| F8—Next Pg | The next page of users/levels (approval stations) on the document's approval path is retrieved and displayed, based on the document ID and last user/level displayed. If the last user/level is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Notepad | The system transfers to the Electronic Notepad screen (PCHL 9100), which allows the user to view or attach a note (text, memo, reminder, etc.) to a document. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. The program retrieves the users/level numbers (approval stations) on the approval path for the document currently displayed. If the document does not exist in the Document Approval Tracking file, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------|---|
| Document ID | Enter up to a 12-character document ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |

| | |
|---------------|---|
| Notepad | The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached. |
| Dept | The system displays the department ID of the user. When the field is blank, the user's department is the same as the previous user's department. |
| User | The system displays the name of the user who approved or rejected the document. The user's name is retrieved by looking up the security record corresponding to the ID of the user who has authorized/rejected the document according to the document approval record. If no action has been taken, the authorization level or specified user ID required for authorization is displayed. |
| Level | The system displays approval level of the user who approved or rejected the document. If no action has been taken, this field is blank. |
| Chng | The system displays a 'Y' if the document was changed by the approver while in approval. If the document has not been changed while in approval, this field is blank. |
| Aprv Stat | The system displays a four-character approval status identifying the action the user performed on the document (i.e., AUTH, RJCT). If no action has been taken by the user, this field is blank. |
| Activity Date | The system displays the date the user performed an action on the document. |
| Days Out | The system displays the number of days, up to '999,' that the document has been in the user's mailbox. |

5.9230 DOCUMENT AUTHORIZATION TRACKING — ARCHIVE

| | | | |
|---------------|---|-------------------|-----------------------|
| PCHL9230 V4.1 | ADVANCED PURCHASING/INVENTORY | 01/16/1996 | 12:00 PM |
| LINK TO: | DOCUMENT AUTHORIZATION TRACKING - ARCHIVE | PAGE | 00 OF 00 |
| DOCUMENT ID : | RQ00001 | NOTEPAD : | N |
| | | CUMULATIVE DAYS : | 0 |
| DATE | TIME | DEPT | USER |
| 01 07 93 | 3:47PM | 1000 | JAMES WILLIAMS |
| 01 07 93 | 4:48PM | | AMANDA MARIE ANDERSON |
| 01 09 93 | 2:50PM | 2000 | BERNADETTE THOMPSON |
| 01 09 93 | 2:52PM | | MICHAEL MINER |
| 01 10 93 | 1:50PM | | BERNADETTE THOMPSON |
| | | APRV | DAYS |
| | | LEVEL | STAT OUT |
| F1-HELP | | | |
| F7-PRIOR PG | | F8-NEXT PG | F9-LINK |
| | | F5-NEXT | F11-NOTEPAD |

Screen Description

This screen is accessed from the Document Authorization menu (PCHL9200) when F3 is selected. This inquiry screen displays the approval path of an “archived” document — a document which has completed the approval path successfully.

This screen goes against the Document Approval History file and is designed to provide a complete tracking of the document’s path through the approval process, including all reject and authorization cycles. Documents which have completed the approval process are displayed in the Document Authorization Tracking — Archive screen.

For start-up processing, the current date and time are retrieved and moved to the appropriate screen fields.

Available Function Keys

| Function Key | Action |
|--------------|--------|
|--------------|--------|

| | |
|----------------|--|
| F1—Help | The system transfers to the Help Inquiry screen (PCHL9000). This screen displays help information for the screen being viewed when F1 is selected. |
|----------------|--|

| | |
|---------------------------|---|
| F5—Next | The system retrieves the next document record, based on the document ID displayed on the screen. If there are no more records, an end-of-file message is shown. |
| F7—Prior Pg | The previous page of users/levels (approval stations) on the document's approval path is retrieved and displayed, based on the document ID and first user/level displayed. If the first user/level is already displayed, an error message is shown. |
| F8—Next Pg | The next page of users/levels (approval stations) on the document's approval path is retrieved and displayed, based on the document ID and last user/level displayed. If the last user/level is already displayed, an error message is shown. |
| F9—Link | The system transfers to the screen identified in the "Link To" field, providing the user has the appropriate security. If security does not allow access to the screen number entered, a message is displayed and processing stops. |
| F11—Notepad | The system transfers to the Electronic Notepad screen (PCHL 9100), which allows the user to view or attach a note (text, memo, reminder, etc.) to a document. |
| ENTER— Inquire | The system retrieves the record, based on the document ID entered. If the document ID currently displayed does not exist, an error message is displayed and processing stops. The program retrieves the users/level numbers (approval stations) on the approval path for the document currently displayed. If the document does not exist in the Document Approval Tracking file, an error message is displayed and processing stops. |
| CL—Exit | The system transfers to the previously viewed screen. |

Input Coding Instructions

| Element | Description |
|-------------|---|
| Document ID | Enter up to a 12-character document ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. When this screen is accessed from an associated screen with a specific document record displayed, the document ID is retrieved. (Required) |

| | |
|-----------------|---|
| Notepad | The system displays 'N' if there are no notes associated with the document, or 'Y' if notes have been attached. |
| Cumulative Days | The system displays the total number of days the document was in the approval process. |
| Date | The system displays the date the user performed an action on the document. |
| Time | The system displays the time the user performed an action on the document. |
| Dept | The system displays the department ID of the approver. |
| User | The system displays the name of the user who approved or rejected the document. The user's name is retrieved by looking up the security record corresponding to the ID of the user who has authorized or rejected the document according to the Document Approval record. |
| Level | The system displays the approval level of the user who approved or rejected the document. |
| Apr Status | The system displays a four-character approval status identifying the action the user performed on the document (i.e., AUTH, REJT). |
| Days Out | The system displays the number of days, up to '999,' that the document was in the approver's mailbox. |